

## **Lawton Public Library INTERLIBRARY LOAN POLICY**

No single library can meet all of the needs of its customers without a cooperative exchange of materials with other libraries. Therefore, the Lawton Public Library participates in interlibrary loan (ILL) of materials across the United States.

The following policies apply to all interlibrary loan requests:

1. ILL services are primarily intended to obtain items not in the Lawton Public Library's collection.
2. Customers must have a Lawton Public Library card in good standing (active card with no more than \$1.00 in late fees) before requested materials will be ordered. Welcome cards are not eligible for ILL.
3. ILL requests are \$2.50\* per item due when items are picked up. If a customer requests an ILL item and does not pick up the sent item, the customer will still be charged the \$2.50 ILL fee per item.
4. Policies of the lending library will be honored unless Lawton Public Library policies are more restrictive, in which case Lawton Public Library policies will be followed.
5. Individuals are responsible for all late fees, damage fees, and/or lost material charges.
6. Any additional fees charged by the lending library will be passed on to the customer.
7. Delay in picking up or returning materials may jeopardize future borrowing privileges. Returning items more than two days late on more than two occasions may result in loss of ILL privileges.
8. Renewals may be possible, depending upon the lending library's policy and availability of the material.
9. New, leased, and other special collections will not usually be borrowed. Name lookup requests can be submitted for family and local history materials.
10. The Lawton Public Library may restrict the number of items requested by individuals as appropriate.

Lawton Public Library lends materials to other libraries as requested when items are available. Items less than six months old, in high demand, or of a reference nature are not generally lent.

\*Fees are set by City Council.

Library Board Approved: 8/3/22