

Brookfield Public Library

Interlibrary Loan Policy

Adopted: 8/26/2009

Reviewed and Approved: 1/28/2015

If materials from the Brookfield Public Library do not satisfy a request, the library will attempt to obtain materials or photocopied items from other libraries. All nominal fees and costs not exceeding \$10.00 per request will be paid by the Library. Any charges exceeding \$10.00 will be passed on to the library member who originated the request. Library members who make these requests will be notified of the cost before actual interlibrary loan requests are completed.

Interlibrary loan period due dates are set by the lending library. Fines for interlibrary loan items are charged at the same rate as local materials.

Members will be liable for lost or damaged interlibrary loan materials. The amount owed will be assessed by the supplying library, and may include charges above item replacement costs.

The Brookfield Public Library shall make available for interlibrary loan all materials that are circulated to in-person library members. Items from developing collections or newly acquired materials may not be available for interlibrary loan.

Interlibrary loan will be conducted in accordance with the Illinet Interlibrary Loan Code and the ALA National Interlibrary Loan Code.