

Interlibrary Loan

The Washington County Public Library Interlibrary Loan Service will comply with the Kentucky Department of Libraries and Archives rules for interlibrary loan and will only borrow material from libraries within the state of Kentucky.

The library encourages the use of Interlibrary Loan (ILL), as this is an efficient, cost-saving way to address specific but limited patron interest. Requests to borrow from other libraries will be limited to those items that the library might not be expected to own. Interlibrary loan will not be used to obtain copies of videocassettes, DVDs, and CDs.

Borrowers of ILL materials must have a valid library card and be in good standing with no overdue materials or fines.

Materials borrowed through ILL are due according to the date set by the lending library. Renewals will be at the discretion of the lending library. Lost or damaged ILL materials may also carry a processing fee in addition to the replacement cost of the item(s); this is also determined by the lending library. Interlibrary loans may be renewed if the lending library permits.

ILL is encouraged for bookmobile patrons as well. Items received through ILL are marked with a date due slip indicating when the book is due to be returned to the Washington County Public Library rather than the date due back to the lending library. This date will allow time for the staff to process the book for return and transport time through the mail, approximately one week.

Interlibrary loan is a privilege not to be abused. The loan period of the lending library will be adhered to at all times.

Fines for items borrowed through the interlibrary loan network will be established as the fine assessed by the lending library. This fine may vary depending on the policy established by that lending library.



INTERLIBRARY LOAN REQUEST FORM AND RECEIPT FORM

Patron's Name _____

Date _____

Address _____

Phone _____

Title _____

Author _____

Subject _____

ISBN 978 _____

Date of Publication _____

Staff Use Only

Lending Library _____

Code # _____

Request # _____

Second Request # _____

Third Request # _____

Date Due _____

Renewal Date _____

First Sent _____ Second Sent _____ Third Sent _____

Item Received _____

Item Returned _____

Shipper # _____

Patron's Signature _____

Date _____