

Tyler Public Library
Interlibrary Loan Policy

I. INTRODUCTION

The Tyler Public Library participates in Interlibrary Loan (ILL) services with other libraries in Texas and around the world as both a borrower and lender of materials.

Through this service patrons of the Tyler Public Library can access materials not owned by this library either through the borrowing of the actual items owned by other libraries or the receipt of photocopies of selected parts of items.

Likewise, the Tyler Public Library will lend to other libraries actual items or make photocopies as appropriate of selected parts of items.

II. GUIDELINES

As much as possible the Tyler Public Library will follow the ILL standards, guidelines and policies of the International Federation of Library Associations, the American Library Association, and the Texas State Library.

III. ELIGIBLE BORROWERS

ILL services are available to any library user with a valid Tyler Public Library Card in good standing (i.e. current, with no overdues or fines)

IV. RESPONSIBILITIES OF BORROWERS

Borrowers are responsible first and foremost for the care and safe handling of the material borrowed on their behalf.

Items on loan must be returned in ample time for them to arrive back at the lending library by the date they are due.

Any loss or damage to the borrowed items must be promptly paid for by the borrowing patron along with any additional processing fees from the lending library or the Tyler Public Library.

Borrowers are responsible for knowing and following any and all copyright laws of the United States with regard to their requests for interlibrary loan or photocopy of materials

V. AVAILABILITY OF MATERIALS

Not all items are available on interlibrary loan. Most books (especially bestsellers) are not available until they have been published for six to twelve months. Most libraries do not loan rare or fragile items, audiovisual materials or items in high demand. In addition complete periodicals, genealogical publications, and items considered reference or local history are not often lent. Many libraries will, however, make photocopies of the latter if they can safely do so.

The Northeast Texas Library System, of which the Tyler Public Library is a member, does have a collection of educational and instructive audiovisual materials for loan.

The Tyler Public Library does not loan items to other libraries from its reference and local history collections nor does it loan audiovisual items. Items otherwise eligible for interlibrary loan to other libraries may not be lent when they are in high demand or other extenuating circumstances prevail.

VI. LENDING PERIOD AND CONDITIONS OF USE

The lending period and conditions of use are determined by the lending library. For example, items may be sent with the understanding that they will be used only in the library.

The turnaround times for interlibrary loans are usually several weeks.

Overdue interlibrary loan items will be assessed the fine rate of the Tyler Public Library for the same type of material.

The decision to renew an ILL rests with the lending library. If a renewal is needed the patron must give several days notice before the date the item is due so that we may contact the lending library.

VII. FEES

The Tyler Public Library as a participant in the Texas State Library System benefits from the State of Texas paying most borrowing fees from libraries charging fees to send items on interlibrary loan when state system procedures are followed.

At present the Tyler Public Library pays the costs of return postage for items borrowed. As many items as possible are returned by way of the NETLS courier system.

The cost of any loans obtained by the library outside the state system will be paid by the patron.