

## **Interlibrary Loan Patron Agreement**

You must have a valid library card in good standing to request and checkout an Interlibrary Loan (ILL). Children may request an ILL, but parents/guardians must sign the ILL agreement and pay applicable fees before it can be requested or checked out on the child's card.

You are limited to four ILL requests in process at any one time.

We do not take requests for inexpensive mass market paperbacks or materials that are less than six months old. Other libraries do not generally catalog or lend these materials.

You will be notified by telephone when your ILL materials arrive. Materials should be picked up promptly since lending periods from other libraries can be very short.

Materials borrowed from other libraries are subject to their rules and restrictions, such as "in library use only" materials.

ILL materials are checked out for a maximum of 21 days with no renewals. ILL materials must be returned promptly when due and may be recalled at any time by the lending library. If you receive a recall, you must return the materials immediately.

ILL materials may take four to six weeks to arrive. Some materials (e.g. genealogy) take several months. Please wait at least one month before requesting a status check (three months for genealogy).

Other libraries may refuse to lend materials, at their discretion. El Dorado County Library will make a maximum of ten attempts per request to obtain materials.

There is a \$3.00 charge for each title requested to help defray borrowing costs. Additional borrowing costs such as return postage or borrowing fees charged by the lending library are the responsibility of the patron. Any cost restrictions you have should be noted on the request form when it is submitted.

Fines on ILL materials are \$.50 per day. Repeated overdues will result in the loss of ILL privileges. The patron is responsible for loss or damage to ILL materials as determined by ILL staff and the lending library. There is a minimum charge of \$50.00 for each lost ILL. You may pay more depending upon the bill submitted by the lending library. Non-payment will result in the loss of all library privileges.