

# OTTUMWA PUBLIC LIBRARY POLICY AND PROCEDURE

Name of Policy: **INTERLIBRARY LOAN POLICY**

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## Procedure:

1. Upon placing an Interlibrary Loan (ILL) request, the patron must have an account in good standing with OPL. Only patrons living or working in Wapello County may place requests for ILLs. Requests from non-county patrons will be researched, but these patrons will be instructed to request books from the library within the county they reside or work.
2. ILL requests for in print materials newer than 6 months old will not be accepted. ILL requests for materials held in the Library's collection, but currently on loan, will not be accepted.
3. Patrons may request a total of three (3) ILL items at one time and may only have (3) ILL items active at one time. Up to four ILL article requests may be made at one time.
- 4.—Patrons should be informed of the following:
  - a. The items cannot be renewed by us.
  - b. The item should be returned to the reference desk on or before the due date.
5. Patrons will be charged for any fees assessed by the lending library.

Date Revised: 13 December 2021

Date revised: 10 August 2020

Date revised: 8 May 2017

Date revised: 10 November 2014

Date revised: 14 March 2011

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By: Ottumwa Public Library Board of Trustees