

Interlibrary Loan Policy

Interlibrary loan requests for materials from other libraries will be made only for cardholders who are residents of Orange County. Other cardholders are requested to use this service at a library in the county where they reside. To defray postage costs, a charge of \$3 will be levied on each item at the time the request is made. Any request form which does not meet the minimum standards of completeness will not be processed. Any additional charges for postage, not to exceed \$5, levied by the lending institution will be transferred to the patron. These charges will accrue whether or not the patron picks up the requested book. Some libraries charge additional fees to loan their materials. If the requested materials cannot be obtained from a library which does not charge, the request will not be filled. If we are unable to obtain the requested item, the \$3 will be refunded upon request at the branch where it was originally paid.

Any item owned by the Orange County Library system may not be requested for interlibrary loan. New books (less than 1 year old) cannot be requested on interlibrary loan. Bestsellers and highly publicized books are usually not available for interlibrary loan because libraries fill their own patrons' needs first. Videos and DVDs cannot be requested on interlibrary loan due to their short loan periods. Audio books may be requested but many libraries will not loan them on interlibrary loan and we will not attempt such requests more than 2 times.

The policies and procedures for interlibrary loan will follow the "Virginia Interlibrary Loan Code of 1989" and "Guidelines". If the requested material cannot be obtained within the state, loan requests will conform to the American Library Association's "National Interlibrary Loan Code, 1993."

A sample of the interlibrary loan request form is available in the Appendix.

(Approved by the Library Board of Trustees 1/98; amended 2/2006)

Interlibrary Loan Request Form

This form must be brought to the library with the \$3.00 postage fee.

Author _____

Title _____

ISBN# _____ Publisher _____

Year of Pub. _____ Edition _____ Vol. # _____

Patron name _____

Address _____

Library card # _____ **Phone #** _____

Date requested _____ Date filled _____

Information in **bold** must be completed for your request to be processed. In accordance with the National Interlibrary Loan Code for the United States, our library will only process requests for County residents; all others need to use the library in their home jurisdiction to place their requests. In addition to the \$3.00 postal costs fee, I agree to pay all postal costs passed on by the lending library, not to exceed \$5. I understand that Interlibrary loans are not renewable, have a 50 cents per day overdue fine. Lost ILL materials have a \$50.00 minimum replacement cost.

Signature: _____

\$ 3 fee collected by _____ at _____

\$3 fee refunded due to incompleteness of request by _____ at _____
(refunds can only be granted at the same location where the payment was originally made)
