

Interlibrary Loan Policy

When a patron seeks an item that is not owned by Benbrook Public Library or any other library in the MetrOPAC system, he or she may request the item via interlibrary loan (ILL). ILL is a service the library offers in which a request for the item is placed with libraries outside the MetroPAC system.

1. A current, valid Benbrook Public Library card (resident or non-resident) is required to place ILL requests.
2. A maximum of 6 active requests per individual at any time are permitted. A request is considered active from the time it is initiated until (three days after) the material is checked in at Benbrook Public Library.
3. The library is unable to borrow items published in the current calendar year.
4. The library is able to borrow books, DVDs, VHS tapes, CDs, cassettes, musical scores, and government documents.
5. The library is unable to borrow bound periodicals (magazines), but will request photocopies or microfilm.
6. The library cannot borrow items printed before 1800. We will try to locate these materials in the public domain and reprint them upon request.
7. Patrons owing fines of \$5.00 or more and/or lost materials may not request interlibrary loans until the fines have been reduced below \$5.00, a payment plan is in place, and/or the lost materials are cleared. The library will not process new ILL requests for patrons with overdue ILL materials.
8. The standard checkout period for ILL items is three weeks, though due dates may vary according to the wishes of the lending library.
9. Patron understands that materials must be returned by their due date to Benbrook Public Library to avoid late charges and that interlibrary loan items are not renewable in most cases. Renewal requests will be handled on a case-by-case basis.
10. Copyright laws apply to all interlibrary loans.
11. Patron understands that placing a request for an item does not constitute a guarantee the item will be lent. All lending decisions for an item rest with the library which owns it.

Fees

1. Lending Library Fees: The library will always try to borrow items from libraries that lend free of charge. If a free source is not available, the patron will be required to pay the charges. The patron will be notified and given opportunity to decline the requested materials and the lending library fees.
2. Any fees levied by the lending library for lost or damaged items will be charged to the borrowing patron.

Suspension of Privileges

The following actions (will) may result in a six month suspension of ILL borrowing privileges:

- Returning a borrowed ILL item three or more weeks after its due date
- Failure to pick up a requested ILL item on more than one occasion

After the suspension period, full borrowing privileges can be restored. Further violations of policy (will) may result in monetary penalties.

Revocation of Privileges

Failure to return an ILL item in good condition will result in revocation of ILL borrowing privileges and the full replacement cost for the item being added to the borrowing patron's account.