

RITZVILLE LIBRARY DISTRICT #2

Interlibrary Loan (ILL) Policy

Library card holders in good standing as determined by the Library Director are eligible to use the Interlibrary Loan (ILL) service in which we order items from other libraries on the patron's behalf that we do not currently have in our collection.

This policy covers the loan of non-confidential, non-propriety material in all formats, or copies thereof, which are loaned by libraries in accordance with that library's interlibrary loan policy.

1. A total of ten requests may be filled or pending at a time per patron record. Requests can be made by phone, online through the library's website, by email, or in person at the front desk.
2. Patron is responsible for paying the return shipping costs for the item. Payment must be made before the patron uses the item.
3. Patron is responsible for any lending fees as determined by the lending library. Payments for materials must be made before the patron uses the item. We will notify the patron of any such fees before placing the request.
4. Patron will abide by terms and conditions of the lending library including charges for late, lost or damaged materials.
5. If item is not picked up by patron within the agreed loan period, the item will be returned and any fees incurred will be charged to the patron's account.
6. Due dates are set by the lending library. To renew an item, patron must contact our library *at least 3 days* before the item is due. Some lending libraries do not allow renewals.
7. Patrons who do not return ILL items by the due date may forfeit the privilege of using the Interlibrary Loan service.