

Carlsbad Public Library

Interlibrary Loan Policy

Interlibrary Loan (ILL) is a valuable service offered by the Carlsbad Public Library. Through this program, local residents may access books, magazine articles, and multimedia materials that are not owned by CPL from other libraries throughout the United States.

Library patrons may request materials using the Interlibrary Loan System, provided they meet the following requirements:

1. **Patrons must have a current library card from the Carlsbad Public Library and be an established patron in good standing for a minimum of 3 months** to check out materials through the Interlibrary Loan service. If a patron does not have the required borrowing history, materials may be requested but may only be used inside the Carlsbad Public Library.
2. **Patrons must read and sign that they agree to abide by this Interlibrary Loan Policy** before initial use of the service, and re-signed any time the policy is revised.
3. **Interlibrary loan request forms, either paper or online, must be filled out completely** for the request to be considered valid and submitted for fulfillment.
4. Some items may not be available through ILL, either because of lack of availability or restrictions of the lending libraries. These items include, but are not limited to:
 - a. **Recently published or bestseller books**
 - b. Reference books
 - c. Special Collections, Rare or Archival materials
 - d. Genealogical materials – some libraries may be able to photocopy indexes or family names
 - e. Multimedia materials (including audiobooks and DVDs)
 - f. Entire issues of magazines
 - g. Items not published in a requested format, such as large print or audio
5. For material copy requests, such as journal or magazine articles, **patrons are responsible for compliance with United States Copyright Law, Title 17 U.S. Code** and its accompanying guidelines.
6. The Carlsbad Public Library relies upon many different libraries to lend materials and the U.S. Postal Service to deliver them. It may take several weeks to obtain requested materials; therefore, **the library cannot guarantee to provide requested materials by specific deadlines.**
7. **ILL materials must be returned to the Circulation Desk of the Carlsbad Public Library with their any special labels still attached.** Removal of labels may result in the item not being marked as returned by the lending library, and the patron may be charged for a lost item.
8. ILL materials should never be returned to the original lending library directly by the patron, nor should materials be returned to CPL using the outside Book Drop. **ILL items must be returned to the Service Desk.**
9. ILL material loan periods are set by the lending library, *not* the Carlsbad Public Library. **CPL staff may not change or extend due dates.**

10. ILL material renewals are determined by the lending library, *not* Carlsbad Public Library. **A request for renewal must be made at least five days in advance of the due date with the Interlibrary loan librarian. There is no guarantee that a renewal will be granted. If the item is not renewed, it must be returned to Carlsbad Public Library by the due date.** The material may be requested again at a later date, usually two weeks after the first due date.
11. The lending library may issue a RECALL of an item at any time. The patron will be alerted by the Carlsbad Public Library ILL dept. **Recalled items must be returned immediately.**
12. **Patrons are limited to a maximum of four (4) Interlibrary Loan requests at a time;** this includes any combination of pending, filled, or outstanding requests.
13. Patrons will be notified when requested materials are received. **Materials must be picked up within one week** or they will be sent back to the lending library and a processing fee may be charged to the patron's library card.
14. **Fines for ILL overdue books and materials accrue at \$0.50 cents a day,** but will not exceed the \$10.00 per item maximum overdue fee.
15. Patrons are responsible for paying the replacement and processing costs for any lost or damaged materials as invoiced by the lending library. **Loss or damage of Interlibrary loan materials may affect the patron's eligibility for this service in the future.**

These requirements are based upon the Interlibrary Loan Code for the United States, as defined by the Reference and User Services Association (RUSA) of the American Library Association. Failure of Carlsbad Public Library patrons to abide by these rules may result in suspension of service by lending libraries.

I have read and agree to abide by this Interlibrary Loan Policy:

Print Name: _____

Sign Name: _____

Date: _____