

*Carlsbad Public Library offers free Interlibrary Loan service (ILL), providing patrons with access to millions of books, magazine articles, and multimedia materials that are not owned by CPL.*

**A. Patron Eligibility**

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. A copy of the signed form will be on file with the patron's record, so requests may be taken over the phone or online.
3. **Interlibrary loan request forms, must be filled out completely** for a request to be considered valid and submitted for fulfillment.
4. **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.

**B. Availability of Materials**

1. 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

**C. Copyright Compliance**

1. 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.

## D. Shipping

1. 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, so **the library cannot guarantee to provide requested materials by specific deadlines.**
2. **ILL materials will have special identifying labels which should not be removed by the patron.** 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.

## E. Pick Up and Due Dates

1. Patrons will be notified when requested materials are received. **Materials should be picked up promptly or they may be sent back to the lending library and a processing fee may be charged to the patron's library card.** Failure to pick up 3 or more ILL items may affect a patron's eligibility for this service in the future.
2. ILL material loan periods are set by the lending library, *not* the Carlsbad Public Library. **CPL staff may not change or extend due dates.**

## F. Renewals, Returns, and Recalls

1. ILL material renewals are determined by the lending library, *not* the Carlsbad Public Library. **A request for renewal should be made in advance of the due date with the Interlibrary Loan librarian. It may take up to 3 days for the lending library to respond to the request for renewal and 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.
2. 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.**
3. 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.**

## G. Fines and Replacement/Damage Fees

1. **Fines for ILL overdue books and materials accrue at \$0.25 cents a day, with a \$5.00 per item maximum overdue fee.**
2. **Patrons are responsible for paying the replacement and processing costs for any lost or damaged materials as invoiced by the lending library. A patron's CPL borrowing privileges may be restricted until such charges are paid. Loss or damage of Interlibrary Loan materials may affect a 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.*

**H. Questions**

1. Questions about this or any library policy may be addressed to the Library Director during regular business hours. Exception requests to library policies may be made to the Library Board of Trustees at a regular scheduled meeting.

**I. Patron Agreement**

I have read and agree to abide by the terms of the Carlsbad Public Library Interlibrary Loan Policy.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_