## Interlibrary Loan (ILL) - Borrowing Policy

**Eligibility**

* Interlibrary loan is available to any user with a Missoula Public Library card in good standing.
* New users with temporary cards may request two items through interlibrary loan. *(Revised 09/2007)*
* A user may have ~~five~~ ten ILL items postage paid per fiscal year. Users will be billed ~~$3~~ $5 postage per item for additional loans in the year. This fee must be paid at time of pick-up.
* Users may borrow up to five items through ILL at one time.
* Service is not available to users with fines in excess of $10.00.
* Service is not available to users who have unresolved ILL bills or unpaid Lost ILL materials. *(Revised 06/2010)*
* High-value items will be in-house use only. *(2/2014)*

**Fees and fines**

The library does not charge users a processing fee for ILL requests except under the following circumstances:

* If an ILL is not picked up, the user will be billed $5 for processing and return mailing.
* If material is borrowed from out of the country (including Canada), user will pay return postage costs.
* If a lending library charges a fee for the material, the Missoula Public Library user will pay (upon receipt of the material) all charges. *(Effective July 1, 1987.)*
* Overdue ILL materials will be billed at a rate of $1.00 per day that the Missoula Public Library is open. There is no grace period on ILL materials. *(Revised 9/2000)*
* Renewals of ILL materials will be allowed only when approved by ILL staff and the lending library.
* If materials are lost or damaged, the lending library determines the replacement cost. The borrowing user is responsible for paying the replacement cost asked by the lending library.