**Current MPL ILL 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 ILL items postage paid per fiscal year. Users will

be billed $3 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.

**Proposed Changes**

Users may have 10 ILL items postage paid per fiscal year. This puts us more in line with other Montana libraries and their ILL policies.

Users will be billed $5 postage per item for additional loans in the year. Postage costs have increased and we are spending $3.50 minimum to mail packages now.

**Bozeman:**

ILL Policies Summarized

ILL items are NOT FINE FREE. Overdue items will be charged 25 cents a day up to $10.

Patrons are limited to five (5) requests per month, including unfilled and/or cancelled requests. All subsequent requests are subject to a $3 per item fee.

Loan period is determined by the lending library and may vary between 1-6 weeks.

Renewal requests must be submitted three (3) days before the due date. Patrons will not be charged an overdue fine while waiting for the lending library's response.

If two (2) or more items are not picked up, ILL borrowing privileges will be suspended for one (1) year.

**Lewis & Clark:**

Temporary card holders are not eligible for Interlibrary Loan services.

Patrons in good standing may borrow up to ten items per month.

A patron is allowed up to 10 ILL requests per month. There is a minimum 3-month waiting period before requesting a previously requested title.

**Billings:**

An individual cardholder may submit up to five interlibrary loan requests per month.

Interlibrary loan materials are not eligible for renewal.

The Library will try a maximum of three known library locations to fill a request.

An interlibrary loan request will remain active a maximum of 60 days from the date of first transmission.

Patrons who do not pick up their interlibrary loans will receive a warning letter the first time and will be assessed a $9 fine each time thereafter. To avoid the penalty, cardholders are encouraged to alert the Library immediately if they no longer need an item they've requested for loan.

A cardholder may submit a borrowing request for a particular title only once in a six-month period.

In order to be eligible for this service, cardholders' accounts must be clear of any charges.

Due dates for interlibrary loan items are set by the library owning the item, and no renewals are available. Overdue charges for interlibrary loan items are $.50 per day, up to a maximum of $10 per item. Cardholders will be assessed any charges for lost or damaged materials imposed by lending libraries.

**Bitterroot:**

Persons requesting interlibrary loan services must have a current Bitterroot Public Library card.

Maximum of 3 interlibrary loan requests per month per person.

Patrons are allowed 3 ILL items per calendar month free of charge. A $3.00 fee to cover postage is charged for additional items.

Patrons shall be notified of and are responsible for prepaying any charges made by the lending library.

The lending library sets the due date. Fines for overdue interlibrary materials are $1.00 per day.

No renewals.

Charges for lost or damaged materials will be billed to the patron in the amount determined by the lending library, plus any fines due to the Bitterroot Public Library.

No refunds will be provided.

Interlibrary loan privileges may be revoked if a patron does not adhere to our policy.

**ImagineIf Libraries:**

We don't have a patron limit on ILL's. There are some patrons who use it more than others, but it is currently our thought that we don't have the staff time to keep track of their usage. Worldshare probably has a way to keep track of this, but we haven't worried about it much. Overall, patrons don't seem to abuse this service.

Under this link, https://imagineiflibraries.org/your-library/policies/ scroll down to this heading and it briefly comments on ILL's:

5000 Collection Development

The paperwork we attach to each ILL checked out to our patrons states their responsibilities regarding ILL's-and hopefully they read what our policies are. When staff check out ILL's to our patrons, they try to reiterate those responsibilities.

**Great Falls:**

We do not limit the amount of ILL requests made by a patron. We used to but that changed about 5 years ago or more I believe. We charge anyone that is getting an item from a library that is not on the courier system $3 to borrow an ILL. Now I will tell you that the $3 does not cover the cost of postage 100% but since joining the partners our ILL requests have gone down drastically.