

McKinney Public Library Interlibrary Loan Policy Definitions Interlibrary Loan is a service provided to obtain materials which are not available at the McKinney Public Library, supplementing the available local resources. These library materials are made available by one library to another. Scope Materials that can be provided include books, photocopies from magazines and newspapers, and some audiovisual items. Photocopies of pages from reference books may also be requested from another library. The lending library has the privilege of deciding in each case whether a particular item should be provided, and whether the original or a copy should be sent. Borrowing Policies

- θ The Library will comply with federal copyright law (Title 17, U.S. Code) and its guidelines. Indication of compliance with the law will be included in all requests for photocopied material.
- θ This service is available to patrons of the McKinney Public Library who hold a library card in good standing.
- θ The Library will not ordinarily request the following:
 - o Books published less than one year ago
 - o Current best sellers
 - o Duplicates of titles already owned
- θ A maximum of 5 requests at a time per patron is allowed.
- θ Items borrowed from other libraries can only be sent for the loan period specified by the lending library. The usual loan period is three weeks. The lending library may specify that the item is for "In Library Use Only" in which case the material may not leave the Library. Renewals are not permitted on Interlibrary Loan materials.
- θ Ordinarily, there are no charges for Interlibrary Loan. If a lending library specifies a charge, the local patron will be advised of the charge, and given the opportunity to approve or cancel the request. Normal charges apply for overdue and lost materials.

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- θ The Library will meet all costs of repair and replacement in accordance with the preferences of the lending library in the case of lost or nonreturned items. Charges for nonreturned or damaged items will in turn be assessed against the patron for whom the material was borrowed.

Lending Policies

- θ Any decision to loan materials is made at the discretion of the McKinney Public Library Public Services staff.
- θ A statement of the Library's current ILL policies will be available on the library's homepage (www.mckinneypubliclibrary.org) and on the OCLC Name-Address Directory, and in a brochure available to the public.
- θ The Library will notify the borrowing library when unable to fill requests.
- θ The Library will not loan the following:
 - o Reference material
 - o Reference Genealogy and Local History material
 - o Periodicals
 - o Books in current demand or published within the last year
- θ The loan period for materials is four weeks. Items are not renewable.