

# MIDDLETON COMMUNITY LIBRARY

## ILL POLICY

The Middleton Community Library endeavors to provide materials not owned by our library through Interlibrary Loan (ILL). ILL is a free service provided to Middleton Community Library cardholders. Through ILL, our library can obtain from other libraries across the state of Tennessee those materials that are beyond the scope of this library's collection.

- This service is available free to all library patrons who hold a current, non-delinquent library card. \*\*
- Patrons may request up to two (2) active interlibrary loans at one time.
- Loan periods are set by the lending library, most being two (2) to four (4) weeks.
- Patrons are responsible for lost or damaged ILL materials.
- Materials that are not picked up within seven (7) days of the call date will be returned to the lending library.
- Any patron not picking up requested materials, or not returning borrowed items may not request again for six (6) months.
- New or best-selling materials may not be available from other libraries due to demand at the respective libraries.

\*\* There is no charge for interlibrary loan. However, if the lending library specifies that it charges a fee for photocopies or mailing a requested material, the patron will be consulted about their willingness to pay before materials are borrowed. Donations will be accepted towards the mailing of borrowed materials. \*\*