

North Logan City Library  
Interlibrary Loan Policy

1. Definition

An interlibrary loan is a transition whereby one library requests and borrows materials or receives a photocopy of material for one of its patrons from another library.

2. Introduction

Interlibrary loan service enables libraries to share resources in order to benefit patrons. The purpose is to obtain library material for patrons not available at the local library. The North Logan City Library will participate by borrowing materials for its patrons from other libraries.

3. Conditions of Service

The conditions of this service are set by the Interlibrary Loan Policy of the North Logan City Library; the Interlibrary Loan Code of Utah (1981); the Bibliographical Center for Research (BCR); Interlibrary Loan Code (1982); the National Interlibrary Loan Code (1980); the International Lending Principles and Guidelines for Procedure (1978); and the Copyright Act of 1976, Title 17, US Code.

4. Patron Eligibility

Registered patrons in good standing (no unpaid fines in excess of \$20.00) will be given the privilege of requesting materials on interlibrary loan.

5. Borrowing Responsibilities

When resources are not available at the library, interlibrary loan service will be made available to patrons. Items borrowed from other libraries will be subject to the North Logan City Library circulation policies unless otherwise specified by the lending library.

A processing fee of \$4.00 will be assessed per book for the interlibrary loan. This processing fee is waived for the first two (2) books processed in each request. Additional books in the same request will incur the \$4.00 processing fee. Fee-waived books that are not claimed within five working days of availability may also be charged the \$4.00 processing fee. Late fees for interlibrary loan are \$1.00 per day per book. If the book is not returned within two weeks of the due date, the patron is subject to an additional fee of \$10.00 per book plus the replacement cost as determined by the lending library. Overdue fines are assessed based upon days the library is open for business. A maximum of five (5) interlibrary loan books may be on a patron's card at one time.

All material on interlibrary loan is subject to immediate recall by other libraries, and the North Logan City Library will comply promptly.

Interlibrary loan privileges will be curtailed for those who abuse this privilege.

Statistics will be kept in accordance with local and state guidelines and requirements.

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