

## **The Dr. Grace O. Doane Alden Public Library Interlibrary Loan Policy**

The Dr. Grace O. Doane Alden Public Library will request non-owned or unavailable items for any patron via the Iowa Interlibrary Loan System.

### **Interlibrary Loan Request**

- The requesting patron will submit a verbal or written interlibrary loan request for each item wanted.
- A limit of five interlibrary loan items may be requested and checked out by the patron at a time.
- The patron will be notified by phone when the requested interlibrary loan item(s) is received by the Dr. Grace O. Doane Alden Public Library.
- Patron may request a renewal of the Interlibrary Loan material, unless the loaning library gives restrictions.
- The Dr. Grace O. Doane Alden Public Library staff must request a renewal of the Interlibrary Loan materials. It is requested that the patron does not directly contact the loaning library about item(s) renewal.
- The fine charged for any overdue Interlibrary Loan item is \$1.00 per day.
- The Interlibrary Loan patron is responsible for materials loaned to him/her. Lost or damaged Interlibrary Loan material must be replaced and/or paid for by the patron.

**Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

**1997**

**April 2019**

**2002**

**2007**

**2010**

**March 2014**