

## Waterloo Public Library - Interlibrary Loan Policy

Interlibrary Loan (ILL) is a service offered by the Waterloo Public Library (WPL) to obtain materials from other libraries that are beyond the scope of our collection.

Patrons are allowed to borrow up to 5 items per month through ILL at no cost. A \$2.00 fee will be required for each item received after the 5 item limit has been reached. WPL will attempt to find lending libraries that do not charge fees and patrons will be notified by phone for approval of any lending fees. Any additional fees that may be charged by the lending library, as well as charges for lost or damaged materials, will be the responsibility of the patron. Fees may be waived at the discretion of the Library Director or designee.

Items borrowed through ILL will be held for 7 days. If the item is not picked up, the patron will be charged \$3.00.

There is no limit to the number of ILL requests that a patron can place.

Books published within the past year are not eligible for ILL. Those books will be considered for purchase by the library's selectors in accordance with the library's Collection Development policy [\[link\]](#). The Waterloo Public Library does not borrow the following items:

- Old, rare or valuable items
- Non-circulating materials
- Full issues of journals, magazines or newspapers
- Textbooks

An individual's ILL privileges may be suspended if:

- Materials are misused
- Materials are returned late

Patrons must be in good standing to request items through ILL.

- Good standing is defined as "having less than \$10.00 in fines and no overdue items."

Updated by Board of Trustees. 6/14/21

Adopted by Board of Trustees. 5/04/17. Effective 7/01/17.