



# WEST PLAINS PUBLIC LIBRARY

## Interlibrary Loan

### VIII. Interlibrary Loan Policy

The West Plains Public Library is a participant in the interlibrary loan network, which allows libraries to supplement their collections by borrowing materials from other library systems.

#### 1. Borrowing

1. Interlibrary loan requests will be accepted only from West Plains Public Library card holders whose accounts are in good standing.
2. Interlibrary loan patrons must provide a phone number and address where they can be reached.
3. The library will not submit subject requests.
4. Interlibrary loan due dates and restrictions are determined by the lending library.

#### 2. Lending

1. The library will accept requests via OCLC.
2. The loan period for borrowing libraries is 1 month with an optional renewal of one month.
3. Non-circulating items include books less than six-months old, reference material, entire volumes of periodicals, genealogy, and audio/visual material that is not in high demand locally.
4. Photocopy charges are .20 a page.
5. Fax charges are \$2.00 for the first page and \$1.00 for each additional page.
6. Invoices will be sent with the requested item.

Policy change approved at the November 16,1999 meeting of the West Plains Public Library Board of Trustees board president Mike Newton