

## INTERLIBRARY LOAN

When possible within the constraints of the Library's budget, staff will provide an Interlibrary Loan service to provide access to books and articles from magazines and newspapers that are not otherwise available through the Library. The Library will not charge patrons a fee for this service, though charges from other libraries lending requested materials may be passed along to patrons. This service shall be available only to a holder with a resident and non-resident library card.

- Middleton Public Library patrons in good standing are entitled to one Interlibrary Loan per month, free of charge. Subsequent requests will be priced to reflect the postage, plus a 2.00 processing fee.
- Patrons are allowed one check out of an individual work, free of charge. Subsequent requests for the same item will be priced to cover cost of postage, plus a 2.00 processing fee.
- We encourage patrons to limit requests to three at a time, unless someone is working on a special project or research with a deadline.
- Unclaimed interlibrary loans, after 7 days, will result in a handling fee of \$5.00 per item
- Renewal of interlibrary loan materials is not encouraged unless there are special circumstances.
- Some libraries charge fees to loan their materials. We will only request materials from libraries that do not charge a fee.
- When a requested item arrives, the patron will be notified by phone or email.
- We honor any restrictions attached to materials by loaning libraries such as "library use only," short loan period, or no renewals.
- Since we will not lend new material on Interlibrary Loan, we will not borrow new material either. If the publication date is not a year old then we will not borrow the item (ie. 2014 pub date cannot be requested until 2015). Staff will submit a request for purchase.
- No microfilm or microfiche will be requested for patrons, as the Middleton Public Library has no equipment to view these materials.