

Terms and Conditions for Borrowing

The Meaford Public Library will provide materials for customers from other libraries by request, if the materials are not owned, are non-circulating, or are missing from the collection.

1. All types of library materials may be requested on Interlibrary Loan, subject to the availability and the interlibrary loan policies of the lending libraries. However, Meaford Public Library will not request the following:
 - Rare, fragile, and/or valuable books and manuscripts
 - Material in current and/or recurring demand such as new books and those in high demand
 - Current editions of standard reference materials
 - Materials in format or size not suitable for loan such as kits and loose-leaf materials
 - Entire issues of periodicals
 - DVDs, BluRays, CDs
2. Each interlibrary loan request will be considered on an individual basis at the discretion of Interlibrary Loan staff. The borrower must have a current Meaford Public Library card in good standing, with no current fines, overdues, or history of repeatedly losing library materials.
3. Interested customers can sign up and receive instructions on ordering items through Patron Initiated Interlibrary Loan.
4. Loan periods and renewals are at the discretion of the lending library. Renewals can be made upon approval by the lending library. Items cannot be renewed through the library website. All items are subject to late fees.

Terms and Conditions for Lending

1. The Meaford Public Library will respond to requests from other network participants within three days. Materials will be sent promptly with proper packaging, through SOLS courier system/or by mail.

The following materials will be allowed to circulate to borrowing libraries through the interlibrary loan system:

- Books (except new books and those in high demand)
 - Audiobooks, including CELA daisy books and Playaways
 - Music CDs
 - DVDs and BluRays (except new items and those in high demand)
2. The Meaford Public Library, upon arrival of requested items, will make every reasonable attempt to contact customers, either through email or by telephone. The customer will be charged a \$5.00 fee for failure to pick up requested items.
 3. Upon filling out request form, patrons will be advised of procedures and conditions of interlibrary loans and must sign form after reading these conditions. Patrons will be responsible for any and all damages/or loss of materials borrowed through interlibrary loan.

Related Documents:

Meaford Public Library, *Policy 3 Circulation*
Interlibrary Loan Request Form

Approved: January 2000
Revised: May 2010
Revised: November 2014
Revised: June 2018

Meaford Public Library

INTERLIBRARY LOAN REQUEST

- All requested items must be picked up and returned in a timely fashion. A \$5.00 fee for failure to pick up requested items, and a .25 per day per item fine for items returned late apply
- The loan period is set by the lending library and all requests for renewals must be made at least 2 days prior to the due date
- Loss of or damage to borrowed items is the responsibility of the borrower
- The Library will phone or email when the item is ready for pick up

Client name _____

Card # _____ e-mail _____

Phone # _____

Date requested _____ Deadline _____

Title 1. _____

Author _____

Title 2. _____

Author _____

Subject/Other info _____

Completion of this request by the client implies compliance with Meaford Public Library's Interlibrary Loan policy

Signature _____

.....
(Staff use)

VDX file #1. _____

#2. _____