



Terms and Conditions for Borrowing

The Meaford Public Library will provide materials for patrons by request, if the materials are not found in the library collection.

1. Materials requested on Inter Library Loan (ILLO) shall abide by the loan regulations set by lending institutions and provincial resource sharing agreements.

The 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 (2-week loan) and those in high demand. Requested items must be published at least one year before it can be ordered
 - Current editions of standard reference materials, including academic textbooks
 - Materials in format or size not suitable for loan such as kits and loose-leaf materials
 - Entire issues of periodicals
 - Movies, music CDs
2. Each inter library loan request will be considered on an individual basis at the discretion of Inter Library Loan staff. The patron must have a current Meaford Public Library card in good standing, with no current fines, overdues, or history of repeated lost/damaged items.
 3. Reciprocal library borrowers and non-residents of the Municipality of Meaford shall not be eligible to generate ILLO requests through The Meaford Public Library.
 4. Interested patrons can sign up and receive instructions on ordering items through Patron Initiated Inter Library Loan.
 5. 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 of \$0.25 per day

6. ILLO material is free to Meaford Public Library users unless the lending library charges for the material, in which case, the cost shall be passed on to the user requesting the material. Charges for late, lost, or damaged materials shall be passed on to the user who borrowed the material.
7. Upon filling out an ILLO request form, patrons will be advised of procedures and conditions of inter library loans and must sign the form. Patrons will be responsible for any and all damages/or loss of materials borrowed through inter library loan.
8. Patrons can request ILLOs through email or telephone and will be advised of procedures and conditions of inter library loans which they must confirm verbally or in writing. Patrons will be charged \$5.00 for each item not picked up.
9. Once an ILLO request has been submitted into the provincial loan system, it cannot be cancelled.
10. 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.
11. Patrons can order up to two inter library loan items at a time.

Terms and Conditions for Lending

1. The Meaford Public Library will respond to requests from other ILLO library network participants within four days. Materials will be sent promptly with proper packaging, through the mail.
2. The following materials will be allowed to circulate to borrowing libraries through the inter library loan system:
 - Books (except new books (2-week loan), those in high demand, non-circulating, or in poor condition)
 - Audiobooks, including CELA daisy books and Playaways

Related Documents:

Meaford Public Library, Policy 3 Circulation – ILLO Request Form – Form will be updated as necessary.

Approved: January 2000

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Meaford Public Library

INTER LIBRARY LOAN REQUEST

· All requested items must be picked up within 3 days of notice and returned by the due date. A \$5.00 fee for failure to pick up requested items, and a 25 cents/day per item fine for items returned late applies.

· 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 Inter Library Loan Policy

Signature _____

(Staff use)
Worldshare file #1.

Worldshare file #2.
