



Interlibrary Loan

The Urbandale Public Library supplements its collection with an interlibrary loan service that enables the Library to borrow materials from other libraries. Through this service, the Library enhances and extends the materials available to its cardholders and the community.

Guidelines

- A valid Urbandale Public Library card is required.
- Cardholders must fill out an Interlibrary Loan Request form for each item requested or confer with library staff, who will initiate a request.
- A maximum of ten active interlibrary loan requests are allowed. A request is active from the time it is submitted by a cardholder until the requested material is returned to the lending library or until the request is canceled.
- Interlibrary loan requests are typically not accepted for materials published within the last six months or for materials owned by the Library. Requests are accepted if materials owned by the Library are lost or more than two months overdue.
- A \$3.00 fee is charged for each interlibrary loan request filled. If a filled request is not claimed, the \$3.00 fee is applied to the requesting cardholder's account.
- Cardholders are notified when interlibrary loan requests are filled or if interlibrary loan requests cannot be filled.
- A \$0.25 fine is charged for each interlibrary loan item not returned by the due date. The fine is charged each day the Library is open and accumulates until the interlibrary loan item is returned or the maximum fine of \$10.00 per item is reached.
- Cardholders are responsible for fines or fees charged by the lending library and for the replacement cost of lost or damaged materials.
- Interlibrary loan privileges are suspended if outstanding fines and fees exceed \$14.99. Privileges are reinstated when outstanding fines and fees are below \$15.00.
- Loan periods and renewals are at the discretion of the lending library. Renewal of interlibrary loan items less than 37 days overdue is at the discretion of the interlibrary loan staff and the lending library. Fines accrued prior to renewal are owed.
- Interlibrary loan materials must be returned to the Urbandale Public Library, not to the lending library.

Adopted by the Urbandale Public Library Board of Trustees, February 25, 2013
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