

BONNER SPRINGS CITY LIBRARY
201 N NETTLETON
BONNER SPRINGS, KS 66012
PHONE 913-441-2665
FAX 913-441-2660

INTERLIBRARY LOAN POLICY (ILL)

- ❖ ILL service is limited to holders of a valid library card from Bonner Springs City Library. All charges against the card- holders account must be cleared before requesting materials from another library and all overdue books must be returned.
- ❖ All items requested must have been released at least six months before we will request them through ILL.
- ❖ Requests should be limited to materials not owned by the NExpress system or materials that are missing, lost, or 1 month overdue.
- ❖ There is no limit as to the number of ILL requests for a cardholder. However, Bonner Springs City Library has the right to process only 5 requests per day.
- ❖ Patrons will be notified by telephone if the request cannot be filled after a thorough search.
- ❖ Loan periods range from 1 to 4 weeks from the date the material is received into this library. This will be set by the lending library.
- ❖ In most cases, there is no charge for ILL materials. However, if a book can only be borrowed from a library that charges to loan, the cardholder will be contacted to approve payment of the loan charge before the borrowing request is made. Additionally, some charges may occur with requests for photocopies of articles. Costs are the responsibility of the cardholder requesting materials, not the Bonner Springs City Library.
- ❖ Charges will be added to the cardholder's library account when the materials have arrived.

- ❖ Periodical article requests must comply with federal copyright law and regulations.
- ❖ Bonner Springs City Library reserves the right to refuse to accept a copying order.
- ❖ The cardholder will be notified by telephone when the material arrives and is ready to be picked up.
- ❖ The cardholder must pick up the materials within 1 week of notification or they will be returned to the lending library.
- ❖ Some materials may not be checked out and are restricted for use in the Bonner Springs City Library.
- ❖ Materials that are in fragile condition will be restricted to use only in the library.
- ❖ Semester-long loan of materials is not available through ILL.
- ❖ Photocopies may be kept by the cardholder in most cases.
- ❖ ILL materials should be promptly returned to the Bonner Springs City Library to insure future borrowing privileges from lending libraries.
- ❖ ILL books normally check out for 3 weeks videos for 1 week and most but not all may be renewed. Renewal requests need to be made prior to the due date and can be done by telephone or in person. Items may only be renewed 1 time.
- ❖ If renewal is denied by the lending library, the patron will be contacted by telephone to request return of the material, and overdue fines will be calculated accordingly.
- ❖ ILL items accrue fines just as regular library items do and are the responsibility of the patron not the Bonner Springs City Library.
- ❖ Should materials be lost or damaged the cardholder is responsible for replacement costs. The cost is determined by the lending library and the cardholder's account will be charged that amount. If an item is not returned and becomes long-overdue, the materials will be considered lost and replacement costs will be calculated accordingly.

If you have any questions, please call
Bonner Springs City Library