

INTERLIBRARY LOAN

Interlibrary loan (ILL) requests to other libraries are made for Jefferson-Madison Regional Library cardholders. Likewise, the Library lends materials to other libraries upon request, except for those items restricted to local use. Restricted items include reference works, audiovisual materials, and current best sellers. The policies and procedures established for interlibrary loan through the Jefferson-Madison Regional Library follow all relevant State of Virginia codes and guidelines. When resources within the state have been exhausted, loan requests from out-of-state libraries will then conform to the American Library Association's "Interlibrary Loan Code for the United States."

The Library will offer interlibrary loan services for a per item fee to offset costs, payable when picking up requested items. Fees are set annually by the Library Board in Circulation Fees and Fines. Individual patrons may request up to three items at any given time. No requests will be sent to libraries which charge lending fees for interlibrary loan transactions unless materials cannot be obtained from any other source. In the case of requests which can be filled only by libraries that charge, however, the patron is required to approve and pay the lending fee up to a maximum cost specified, prior to the sending of the request.

If any interlibrary loan material is damaged or lost while being used by a Library patron, the patron will pay whatever damage or replacement costs are specified by the lending library. Because JMRL relies on good relationships with its lending partners, a patron's repeated failure to follow JMRL's ILL procedures may result in the loss of ILL borrowing privileges. Examples include patrons not returning items in good condition and on time, and not picking up requested items on time.