



## **McKinney Public Library System Interlibrary Loan Policy**

### **I. Definitions**

- Interlibrary Loan is a service provided to obtain materials which are not available at the McKinney Public Library, supplementing the available local resources. These library materials are made available by one library to another.

### **II. Scope**

Materials that can be provided include books, photocopies from magazines and newspapers, and some audiovisual items. Photocopies of pages from reference books may also be requested from another library. The lending library has the privilege of deciding in each case whether a particular item should be provided, and whether the original or a copy should be sent.

### **III. Borrowing Policies**

- The Library will comply with federal copyright law (Title 17, U.S. Code) and its guidelines. Indication of compliance with the law will be included in all requests for photocopied material.
- Interlibrary Loan is available McKinney Residents with a library card in good standing. Collin County, out of county, TexShare, Samaritan Inn, and Job Corps cardholders are not eligible for InterLibrary Loan services.
- The Library will not ordinarily request the following:
  - Materials released less than one year ago
  - Current bestsellers
  - Duplicates of titles already owned by the Library
- A maximum of 5 requests at a time per patron is allowed.
- Items borrowed through Interlibrary Loan have a three week check out period. The lending library may specify that the item is for "In Library Use Only" in which case the material may not leave the Library. Renewals are not permitted. If more time is needed, patrons may submit a new request for another copy once the current item is returned.
- We are unable to obtain materials from lending libraries that charge fees to send the item, including but not limited to lending fees or postage fees.
- Patrons are responsible for any costs to Interlibrary Loan materials due to damage or lost materials as set by the lending library. Once the lending library notifies the Library of the cost, the charge will be placed on the patron's account.

#### **IV. Lending Policies**

- Any decision to loan materials is made at the discretion of the McKinney Public Library Public Services staff.
- A statement of the Library's current ILL policies will be available on the library's homepage ([www.mckinneypubliclibrary.org](http://www.mckinneypubliclibrary.org)) and on the OCLC Name-Address Directory, and in a brochure available to the public.
- The Library will notify the borrowing library when unable to fill requests.
- The Library will not loan the following:
  - Reference material
  - Reference Genealogy and Local History material
  - Periodicals
  - Materials in current demand or published within the last year
  - Kits and other one-of-a-kind sets
- The loan period for materials is four weeks. Items are renewed on a case-by-case basis.