

Interlibrary Loan Guidelines

(CCPLS Reserves: 770-528-2339)

Cobb County Library offers Interlibrary Loan (ILL) as a service to all library patrons 17 years and older with valid CCPLS library cards in good standing. All requests for loans must be in accordance with the National Interlibrary Loan Code.

What items may be requested?

- Requests may be made for books or copies of journal or periodical articles.
- Libraries do not lend rare or fragile items, audio-visual materials or items in high demand. Most Libraries do not lend genealogy, microfilm or items designated as reference in their catalogs.
- Libraries do not lend books published within the last year. They are under no obligation to lend materials.
- There is a limit of five open requests. Items requested must be over \$10.00 in value.
- An item may be borrowed 1 time within a three-month period for the same patron.

Are there any charges?

- CCPLS does not pass on our costs for online searches, postage, insurance, etc.
- Lending libraries may impose fees that are passed on the borrower.
- In order to expedite your request, we ask you to indicate the maximum charge you will pay. (We suggest \$10.00 per book/\$1.00 per page per periodical article.) (Payable by check only.)
- You may indicate \$0. You will be contacted if the lending agency's policy exceeds your maximum allowance.

How soon will the item arrive?

- Please allow at least two weeks. Fulfillment of the request depends on the availability of the item, prompt handling by the lending institution and time for transit in mail.
- ILL procedures prohibit our attempting to expedite a loan through telephone calls to lending institutions.

What is the loan period?

- Items are generally lent to CCPLS for 2 weeks. The actual time the borrower may have the item depends on how promptly the item is picked up. All items are subject to immediate recall.
- Renewals are not automatic. Application must be made to the lending institution before the due date and such applications do not prevent over-dues from accruing.
- Institutions may designate some items for "in-library-use only".

What are the late fees?

- CCPLS charges \$2.00 per day late fee.
- The lending library may impose substantial additional fees and fines for lost, damaged, or late items.

I understand that as a borrower, I am responsible for:

- Any charges assessed by the lending institution, whether or not I chose to use the item.
- Overdue fines of \$2.00 per day as assessed by CCPLS and additional overdue fines and /or fees imposed by the lending institution.
- Patron assumes the responsibility for the item if it is lost or damaged from the time it leaves the supplying library until it has been returned to and received by the supplying library.
- If damage or loss occurs, provide compensation or replacement, in accordance with the preference of the supplying library.
- Compliance with the Copyright Law of the United States (Title 17, United States Code.).

I further understand that failure to pick up requested items, failure to pay fines or fees, or failure to return items On time or in good condition may result in the loss of my ILL or library privileges.

Print
Name _____

Card Number _____

Signature _____ Date _____