

Ruthven Public Library

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Interlibrary Loan Policy

Statement of Purpose

It is the goal of the Ruthven Public Library to meet the needs and desires of its patrons through its collection and, when applicable, through those of other libraries by interlibrary loan.

Eligibility

All patrons of the Ruthven Public Library in good standing may request materials through interlibrary loan under the guidelines and limitations of its interlibrary loan policy.

Iowa Library Services' Reimbursement Programs

Although Iowa Library Services provides some reimbursement for the postage of items sent to other libraries through their Interlibrary Loan Reimbursement program, the Ruthven Public Library absorbs the full cost of returning materials borrowed by its own patrons.

Local Fees

The Ruthven Public Library does NOT charge any fees for this service

Borrower Restrictions and Responsibilities

Interlibrary loan requests shall be limited to two (2) materials at one time. The patron may request additional items when the preceding items have been returned. Special arrangements may be made with the library director to borrow additional materials through interlibrary loan beyond this limit.

All charges for interlibrary loan materials lost, damaged, or not returned by the borrowing patron are the responsibility of that patron. All library privileges will be revoked until the bill is paid or the item is returned undamaged. If the lending library assesses late charges after the item is returned, then the patron is responsible for reimbursing the Ruthven Public Library for the amount of the charges.

Lending Libraries' Fees and Restrictions

In the case of a library charging to lend items, the requesting patron shall be responsible for all charges. Conditions of loan involving a charge will not be accepted without prior consultation with the requesting patron.

The lending period of materials borrowed through interlibrary loan may vary depending on the lending library. It is also at their discretion whether renewal of a lending period may be granted. By requesting material through interlibrary loan patrons agree to abide by the lending library's stipulations.

The Ruthven Public Library encourages all patrons borrowing materials through interlibrary loan to make an effort to finish using these materials on time and to return them and/or request renewal in a prompt manner to help keep the Ruthven Public Library in good standing with other libraries in the state of Iowa and abroad. Chronic lateness in returning these materials may be grounds for the suspension of interlibrary loan privileges. Additionally, the library will not request renewals for already overdue interlibrary loan materials.

Interlibrary Loan Databases and Lending Activity

Patrons are welcome to browse or request the librarian to browse the SILO Locator or the OCLC databases for materials to request through interlibrary loan. The Ruthven Public Library shall provide materials to other libraries through the same databases unless, at the library director's discretion, the materials are too new, non-circulating, are checked out, cannot be located, are no longer owned by the library, or the citation is incorrect.

For requests originating from libraries outside of Iowa, the library shall provide materials under the same conditions as for other Iowa libraries provided that the requesting library has lending policies posted on the OCLC Policies Directory or elsewhere that demonstrate their willingness to lend out comparable materials equitably to libraries outside of their primary lending network.

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Amended: May 2016, April 6, 2024

Reviewed: May 2019

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