

## INTERLIBRARY LOAN

Interlibrary loan 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 the Virginia Interlibrary Loan Code of 1989 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 "National Interlibrary Loan Code, 2001."

The Library will offer interlibrary loan services for a fee of \$3.00 per item to offset postage costs, payable when picking up requested item. 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.

When materials are lost or are returned late, the borrowing privileges of both the patron and JMRL are jeopardized. Patrons who abuse interlibrary loan borrowing privileges (e.g. lose or damage items, keep items overdue, do not pick up requested items) will find their interlibrary loan borrowing privileges suspended after a warning.