**Interlibrary Loan Policy**

**Adopted: 3/25/2019**

**Revised: 9/23/2021**

**Purpose**

If the item you want is not available in the Library catalog, it may be borrowed through the Library’s interlibrary loan service. This service will search for copies of requested materials through the Mid-Continent Library, Independence MO.

**Notes**

* Any patron with a valid Library card in good standing may request materials through interlibrary loan.
* There is no fee for interlibrary loans.
* You will be notified when the item is ready for you to pick up at the library.
* Audiovisual material, local history or genealogy materials, reference materials, periodicals, and materials from special collections are NOT available for interlibrary loan.
* Items may be loaned through this service for 6 weeks with no renewals.
* If an interlibrary loan item is not returned or returned damaged there will be a fee of the price of the book plus fees the lending library may charge.
* The average turnaround time for an interlibrary loan request is about 2-3 weeks, but it could be longer depending on the availability of the item.
* Some requests may go unfilled because the lender cannot provide the item. A notice will be sent to the patron.
* Interlibrary loan materials need to be returned to Price James Library.

**Requesting Materials**

1. Log in to your Library account. (You may also call – 660-433-5622 to make your request)

2. Go to Reserves/Requests

3. Go to“Is the library missing something?”

4. Click on the highlighted request button and fill out the required information. Then be sure to send the request.