

San Juan County Library County Loan and Interlibrary Loan Policy

March 21, 2024

The Interlibrary Loan (ILL) service provides San Juan County library patrons with the opportunity to borrow materials from other libraries within and outside of the San Juan County (SJC) Library System.

Three types of ILL requests are available:

1. **County loans:** Material available for checkout at any SJC library may be available for exchange to any other SJC library. These items are exchanged weekly, when available, throughout the SJC libraries including Blanding, Monticello and three satellite libraries (La Sal, Bluff and Montezuma Creek). There is no charge for this service.
2. **Interlibrary Loans:** Requests for material not available at any SJC Library can be submitted to the Utah State Library loan program. Because items are mailed from libraries throughout the United States, the delivery time varies and cannot be guaranteed. ILL requests are limited to no more than 8 items at one given time. Up to 5 items can be sent home with 1 requesting patron at a time. The patron must return checked out ILL(s) before any other ILL(s) can be sent home with patron. Patron does run the risk of the checkout period coming due before being able to take additional items home. Interlibrary loans must be returned to the same branch where the requested loan was placed. Patron account must be in good standing in order to use this service. There is a \$2.00 charge, per item, for this service, paid at the time of check-out. If there is a grant or donation in place to cover these costs, this charge will not be enforced.
3. **Book Club Loans:** A service for local book clubs. Multiple copies of popular titles are often available through the Utah State Library's Book Buzz collection. If not available, Interlibrary Loans will be placed for the requested number of books (with no guarantee of all arriving at the same time). There is no charge for this service. These loans must be returned to the same branch they were request was placed.

NOTES:

The library's ILL form is to be filled-out at the time of the request. The form is to be filled-in entirely as each step of the ILL process is completed. Additionally, spreadsheets are to be kept at each library for every item requested and received.

Due dates on ILL materials vary, and the patron is to be made aware of the due date by giving the patron a check-out receipt or by placing a sticky note on the item with the date due. Occasionally, renewals may be allowed, so the patron should contact their library **prior to the due date** to request a renewal as, typically, other institutions must be contacted to authorize the renewal.

If the item on loan is returned 30 days past the due date (or its renewal date), or in a damaged condition, the patron will be responsible for replacement costs for the item as well as for any additional fees. This is to be paid to their library, without delay, in cash or by check.

ILL services will be suspended or withdrawn for any patron who abuses this service.

Any exceptions to this policy ~~may~~ **must** be made by the Library Director or Assistant Library Director. This policy had been updated and adopted by the San Juan County Library Board of Trustees.

March 21, 2024

Library Board Chairperson: _____

Date: _____