

Interlibrary Loan Policy El Reno Carnegie Library

The El Reno Carnegie Library borrows books from other libraries upon request. The library does not borrow videos, audios, or magazines. Adults may borrow children's books.

Upon request, staff will fill out an Interlibrary Loan (ILL) form with the title of the book, author, borrower's name, library card number, and phone number where borrower can be reached.

Librarian or designated staff member must approve ILL requests. Requesting patron must be an established borrower before this service is granted. Very seldom will a first time borrower be granted ILL privileges.

A \$2.00 postage fee will be charged and will be collected when patron picks up book.

ILL books need to be returned on time. The borrower must be informed of this fact when the book is picked up. Renewals may be considered on a case-by-case basis.

Patrons are responsible for any damage fees, replacement costs, or other fines incurred on an ILL book.

The patron whose name is on the ILL request is solely responsible for the book and any fees or fines. The library encourages users NOT to lend ILL materials to anyone but the original borrower.

If a patron abuses or misuses interlibrary loan services, the library director may revoke their ILL privileges.