

## **Carbon County Library System Interlibrary Loan Policy**

No single library can meet all of the needs of its customers without a cooperative exchange of materials with other libraries, including the Wyoming State Library, other County Libraries, the University of Wyoming and Community College Libraries, and other school libraries in the area.

To this end, the Carbon County Library System subscribes to the Wyoming Interlibrary Loan Policies and Practices Code, the BCR Code for OCLC Libraries and the National Interlibrary Loan Code, 2001.

In order to adhere to these codes, the following policies apply to all interlibrary loan requests:

1. Customers must be a Carbon County Library System cardholder in good standing before requested materials will be ordered.
2. Policies of the lending library will be honored unless Carbon County Library System policies are more restrictive, in which case Carbon County Library policies will be followed.
3. Fees will be charged for overdue ILL materials in compliance with Carbon County Library System policies.
4. Any additional fees charged by the lending library will be passed on to the customer.
5. If a customer requests an ILL item and does not pick up the item, the customer will be charged a \$3.00 ILL fee per item.
6. Delay in picking up or returning materials may jeopardize future borrowing privileges.
7. Renewals may be possible, depending upon the lending library's policy and availability of the material.
8. New, leased, and other special collections will not usually be borrowed or lent.
9. Individual customers that order more than 10 items in a calendar month will be charged \$3.00 per addition item to help cover the cost of shipping.