

**Subject:** Interlibrary Loan (ILL)

**Purpose:**

To allow patrons to borrow materials not owned by MFRL from other libraries.

**Policy:**

The Montgomery-Floyd Regional Library participates in the national interlibrary loan program that permits the library to borrow materials for its patrons from other libraries. This interlibrary loan service is available to all patrons whose records are clear of fines and overdue items. Books and photocopies of articles from periodicals not owned by the Montgomery-Floyd Regional Library, or that are otherwise unavailable, may be requested for loan through interlibrary loan. Recordings, microfilm, DVDs, and genealogy materials may be requested but are often difficult to obtain. Patrons may not borrow an item by interlibrary loan that is owned by MFRL, unless that item is missing, lost or overdue by more than 8 weeks. The library may restrict the number of items requested by an individual patron due to staffing issues.

The Montgomery-Floyd Regional Library charges a flat postage rate for each item requested as determined by the Library Board. Every effort will be made to borrow items from institutions that do not charge a fee. However, if a fee is charged by an institution, it is the patron's responsibility. Printing/copying charges and fines for overdue materials are also the responsibility of the patron.

**Attachments:** None

**References:** None

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees  
February 21, 2001; revised September 15, 2010.

September 15, 2010

Date



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Michael Hemphill, Chair