

Interlibrary Loan Policy #3

The Library endorses the principles relating to interlibrary loans included in the Oregon Library Resource Sharing Policy, the [ALA Interlibrary Loan Code](#), the US Copyright Law, the US Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing the confidentiality of records. The Jefferson County Library District obtains information on research and other topics using local and global resources. Some items may be obtained from other libraries as Interlibrary Loans. An Interlibrary Loan is an item borrowed from another library system. Items loaned between libraries that share the JCLD catalog and courier systems are not Interlibrary Loans.

This policy aims to establish criteria that will determine when the interlibrary loan system will be used to provide information and establish applicable fines and fees.

The JCLD will request items from other libraries upon request as follows, and any item may be borrowed with the following exceptions:

1. Items may not be requested within 12 months of publication.
2. Items owned by JCLD or one of the partner libraries may not be requested as an interlibrary loan unless they are billed or missing.
3. JCLD may choose to purchase rather than interlibrary loan a requested item when it meets JCLD materials selection criteria, and additional demand is anticipated.
4. JCLD will not request feature films or television series via interlibrary loan.
5. Each eligible cardholder is limited to no more than five active interlibrary loan items (requests pending and checked-out) per month. Additional interlibrary loans may be requested at a charge of \$5.00 per interlibrary loan.
6. JCLD reserves the right to deny interlibrary loan requests by a customer if it determines that the patron abuses the District interlibrary loan policies.

Fees

The requesting cardholder will be advised of any fees charged by the lending library and must agree to pay such pass-through fees, or the request will not be processed. The requesting cardholder will be charged for any late fees and damaged or lost fees. The requesting cardholder will be charged \$5.00 per item if it is not picked up or is canceled after the request is made. The lending libraries determine loan period length. Renewal requests may be permitted; however, individual lending libraries grant such requests. Renewal requests must be made before the due date or be subject to late fees.

Eligibility

Jefferson County Library District residents with a current JCLD library card are eligible for this service. Non-residents who have a current, purchased out-of-district JCLD library card are eligible for this service. Cardholders who have accumulated fees over District limits do not qualify for this service. Non-residents who have JCLD borrowing privileges through a reciprocal borrowing agreement with a neighboring library are not eligible for Interlibrary Loan services at JCLD but may obtain such services from the Library serving their geographical area.