



## INTERLIBRARY LOANS POLICY

### FHPL PATRON INTERLIBRARY LOAN REQUESTS

- Patrons should check FHPL on-line catalog to determine that the requested material is not available at any BCLC libraries.
- Patrons should then check the website [www.worldcat.org](http://www.worldcat.org) for lending availability.
- Request forms should be filled out as completely as possible including author, title, publisher, date, and OCLC number from WorldCat and whether lenders include Alabama lending institutions.
- Fees of \$3.00 for books and \$2.00 for journal articles must accompany requests. If any further fines are assessed by the lending Library, patrons should be informed before the item is requested.
- Requests are then sent to BCLC employees for processing. Items will be mailed or sent to BCLC and forwarded to the FHPL via courier.
- FHPL employees will prepare items for check out and inform patron of arrival.
- Some materials may be designated as "In Library Use Only" and cannot be checked out.
- Renewals are at the discretion of the lending Library and must be requested from ILL employees.
- Patrons who keep ILL's overdue will incur fines of \$0.10 cents per day.
- Patrons who lose ILL materials will be billed for the replacement cost of the item plus a processing fee assessed by the lending Library.
- Patrons who incur excessive fines or lose items or fail to pick up request items may have their ILL borrowing privileges revoked or suspended.
- FHPL does not loan items published in current year, reference materials, AV items (DVD's, CD's, Playaway's, etc.), Special Collections, Microforms, hard copy periodicals, items on reserve, other heavily used items, and any other materials at FHPL's discretion. Genealogical requests must include appropriate information. (i.e., family names, dates, or places).

### INTERLIBRARY LOAN REQUESTS FROM FHPL

- Employees at BCLC process requests from outside the Baldwin County Library Co-operative (BCLC). These requests are forwarded to BCLC from borrowing libraries. Items are placed on hold/reserve, pulled from the shelf by FHPL employees and forwarded to BCLC via the daily courier.

#### To make requests:

- BCLC email for requests – [bclcill@gulftel.com](mailto:bclcill@gulftel.com)
- BCLC mailing address – P.O. Box 399, or 22251 Palmer Street, Robertsdale, AL. 36567
- BCLC telephone – 251-970-4010 or 251-937-0204

Lost Items – Borrowing Library will be billed the cost of replacement.