

INTERLIBRARY LOANS

FHPL PATRON INTERLIBRARY LOAN REQUESTS

- Patrons should check the library online catalog to determine if the requested material is not available at any Baldwin County Library Cooperative (BCLC) libraries.
- Reference Staff should then check the website www.worldcat.org for lending availability.
- Request forms should be filled out as completely as possible including author, title, publisher, and date from WorldCat and whether lenders include Alabama lending institutions.
- Fees of \$5.00 for books and \$3.00 for journal articles must accompany requests. If any further fees are assessed by the lending Library, patrons will be informed before the item is requested.
- Requests are then sent to BCLC staff for processing. Items will be mailed or sent to BCLC and forwarded to the FHPL via courier.
- FHPL staff will prepare items for check out and inform patron of items' 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 technical services staff.
- Patrons who keep ILL's overdue will incur fines of \$0.50 cents per day.
- Patrons who damage items will be responsible for cost and fees assessed by the lending library.
- 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.

INTERLIBRARY LOAN REQUESTS FROM FHPL COLLECTION

- Staff 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 staff and forwarded to BCLC via the daily courier.
- FHPL does not loan items published in current year, reference materials, AV items (DVDs, CDs, Playaways, etc.), Special Collections, Microforms, hard copy periodicals, items on reserve, other heavily used items, and any other materials at FHPLs discretion.

TO MAKE REQUESTS:

- BCLC Email for requests ILL@baldwincountylibrary.org
- BCLC Mailing Address – 319 E. Laurel Ave., Foley, Al. 36535
- BCLC Telephone 251-970-4010 FAX 251-970-4011

Damaged and Lost Items – The borrower will be responsible for any damaged or lost items and the associated fees.

Sample Request Form – Appendix J