



ECKHART PUBLIC  
LIBRARY

## Interlibrary Loan Policy

*Adopted by the Board of Trustees 11/7/2016  
Revised 12/8/2021*

The Eckhart Public Library is a member of the Evergreen Indiana consortium, which allows patrons to request, pick up, and return items from other member libraries.

Interlibrary loan is designed to obtain items for Library patrons that are not held in the Library or available on hold from other Evergreen Indiana member libraries.

### **Who May Request Interlibrary Loan**

Interlibrary loan requests are available to Evergreen cardholders in good standing only. Patrons with unpaid fees over \$10.00 may not request interlibrary loans.

Only items published or produced at least 6 months prior to request date may be requested through interlibrary loan; however newer items may be considered for addition to the Eckhart Public Library collection.

Requests for interlibrary loans should be submitted electronically from the link on the Library website. Patrons unable to submit requests online can contact the Library for assistance. Patrons should be prepared to provide the following information:

- Name
- Telephone Number
- Email Address (if available)
- Format of Item (i.e. book, DVD, video, audio, etc.)
- Title of Item
- Author of Item (if available)
- Any other additional information that may help library staff find the item

### **Items Which May Be Requested**

The Library is unable to process requests for books already owned or on order by the Library or are available, but on hold, from other Evergreen Indiana member libraries.

Items borrowed through interlibrary loan may be picked up and returned at Eckhart Public Library. The patron who requested the item or a previously designated proxy borrower must be present when picking up the item and must have a valid patron card.

### **Limits to Interlibrary Loan**

If materials cannot be located at an Indiana library, patrons may choose to pay a

postage fee to obtain the material from an out-of-state library.

The length of the loan period is determined by the lending library, not Eckhart Public Library. It may take 2-4 weeks (sometimes longer) to receive materials requested through interlibrary loan.

Eckhart Public Library is unable to extend loan periods or renew interlibrary loan items. If patrons are unable to return the item by the due date, they are responsible for notifying the lending library prior to the item due date.

Interlibrary loan items must be returned to the Eckhart Public Library.

### **Responsibility for Failure to Pick Up or Return, Loss, or Damage to Interlibrary Loan Items**

The patron is responsible for replacement cost of lost or damaged materials, processing fees, accrued fines, and any additional fees imposed by the lending library.