

## **Interlibrary Loan**

Adopted by the Board of Trustees, June 8, 2011, updated September 6, 2017

In order to ensure access to lifelong learning for all ages, the Pittsburg Public Library borrows material from other libraries throughout the state, to supplement our own collection. We also loan material to other libraries in Kansas as requested.

When patrons request books or other material that we do not have in our collection, we will borrow those items through the State Library of Kansas interlibrary loan system.

- ILL is available to all PPL cardholders with accounts in good standing (less than \$10.00 in outstanding fines or fees).
- Patrons whose addresses are unverified (temporary cards) may not use the service until their address has been verified.
- Patrons may order up to four (4) ILL requests at one time.
- The library does not request newly published items (those published in the last four (4) months) or console games (Wii, PlayStation, Xbox, etc.). Newer items will be considered for purchase but not guaranteed.
- Patrons will be notified by phone or email and will have seven days to pick up requested items. If not checked out within seven days, items will be returned to lending library.
- Items must be checked out to the account of the person making the request (exceptions made to immediate family members).
- ILL items check out for 2 weeks. Renewals are at the sole discretion of the lending library and cannot be guaranteed. Failure to return items on time may result in suspension of ILL services.
- Patrons are responsible for lost or damaged items. The patron will be charged the replacement cost of the item(s) as determined by the lending library.