

Interlibrary Loan

Revised 6-10

Revised 3-22-11

Revised 7-26-11

Marshalltown Public Library recognizes the importance of interlibrary loan and cooperation with the larger library community in order to provide materials of specialized interest to supplement our own, as well as other libraries', collections and to provide wide access to library materials. MPL's commitment to interlibrary loan must be balanced, however, against the real costs that are underwritten by Marshalltown and Marshall County taxpayers as a whole. Our interlibrary loan policy attempts to achieve a satisfactory balance.

Guidelines for interlibrary loan on behalf of MPL customers:

1. The Marshalltown Public Library will borrow materials for Marshalltown residents, residents of Ferguson and Haverhill (which contract for service from MPL), or rural residents of Marshall County. Patrons from outside Marshall County or from Marshall County communities that maintain a municipal library are directed to interlibrary loan through their local library.
2. The Marshalltown Public Library, when presented with a request for materials we do not own, will decide whether to purchase the requested material (and reserve it for the requestor) or to borrow the material from another library. Materials which meet MPL collection criteria will generally be purchased rather than borrowed.
3. Books, photocopied articles or portions of books, audio books, music CDs, microfilm or microfiche may be interlibrary loaned. We cannot process requests for movies, computer programs, or other types of materials. Only ONE COPY of a title can be requested—book clubs or other groups needing multiple copies should make other arrangements to obtain them.
4. Books published within the current year or books on standard best seller lists cannot be interlibrary loaned. These materials will be purchased if they meet MPL collection criteria.
5. Each patron is restricted to five interlibrary loan requests per month.
6. MPL is very successful at obtaining materials from libraries free of charge. If there is a charge for interlibrary loan, our patron will be asked to reimburse the library for the interlibrary loan fee. Postage costs will be borne by Marshalltown Public Library.
7. As a service to our patrons, MPL will facilitate requests for genealogical records on microfilm/fiche from Heritage Quest. These requests must be accompanied by a check from the patron to Heritage Quest covering the full cost of loan. MPL will process the request, receive the film/fiche, and return it to Heritage Quest. The cost of return postage is borne by Marshalltown Public Library.
8. Loan limits are set by the library from which the interlibrary loan is obtained. A standard two-week renewal will be granted for those items not marked "no renewals."
9. An overdue charge of 20 cents per day (days the library is open only) will be charged on all overdue interlibrary loans.
10. Lost or damaged material charges assessed by the library from which an item is borrowed will be passed on to the patron who requested the interlibrary loan. Patrons who fail to pay for lost interlibrary loan materials or for damage fines will be considered Delinquent Patrons (see "Lost or Damaged Books" policy).

Guideline for MPL materials loaned to other libraries:

1. MPL will loan books, audio books, and music CDs from our circulating collections. Genealogical books can be borrowed on interlibrary loan. MPL will not loan reference materials, Iowa/local history materials, movies, or ephemeral materials such as pamphlets. Materials from our "New Arrivals" shelves or other high-demand titles will not be interlibrary loaned.
2. Materials are loaned without charge to other libraries.
3. Materials will be loaned for 28 days with a renewal period of 28 days available.
4. An item loaned to another library will be considered lost 42 days (approximately six weeks) after its due date. At that time the library will be billed the price of the item (or, if unavailable, the default price) plus a \$3.00 processing fee.

PROXIED INTERLIBRARY LOAN PROCEDURES:

1. Fill out the form below. You need only supply pertinent information (sometimes your patron will not care about the publisher or edition)
2. We assume you have already tried to obtain this title on SILO and were unsuccessful.
3. Please include ISBN# or OCLC# if you have it.
4. The form should go to Kathy Bryant, Marshalltown Public Library. Our FAX # is 641-754-5708. Kathy's email is kbryant@ci.marshalltown.ia.us. Kathy's phone is 641-754-5738.
5. Your ILL will be sent directly to your library. Notify Kathy Bryant upon receipt.
6. Return your ILL directly to the loaning library (NOT US). You are responsible for postage (library rate is cheapest). Notify Kathy Bryant upon return.
7. Requests for renewals must be handled through Kathy at MPL.
8. You are responsible for any overdue or lost charges we incur as a result of this transaction.

Marshalltown Public Library

Interlibrary Loan – Book or Audiobook

PROXY REQUEST

- Please fill out one request slip per item.

TODAY'S DATE _____

AUTHOR (last, first) _____

TITLE _____

For Audiobooks: CD or Cassette ? Abridged or Unabridged? (Circle one)

OCLC #/ ISBN _____

PUBLISHER (if known) _____

PUBLICATION DATE (if known) _____

REQUESTING LIBRARY: _____

MAILING ADDRESS: _____

STAFF NAME: _____

EMAIL: _____ PHONE _____