

Interlibrary Loan

Revised 6-10

Revised 3-22-11

Revised 7-26-11

Revised 11-15-22

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.

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. Books, photocopied articles or portions of books, audio books, music CDs, movies, microfilm or microfiche may be interlibrary loaned. We cannot process requests for computer programs or other types of materials. Only ONE COPY of a title can be requested per person.
3. 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.
4. Each patron is restricted to five interlibrary loan requests per month.
5. MPL is very successful at obtaining materials from libraries free of charge. If the lending library charges 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.
6. Loan limits are set by the library from which the interlibrary loan is obtained. Renewal requests will be brought to the lending library and will be extended if they agree. 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. Continued issues with lost or damaged books on Interlibrary Loan will result in loss of Interlibrary Loan borrowing privileges.

Guideline for MPL materials loaned to other libraries:

1. MPL will loan books, audio books, movies, and music CDs from our circulating collections. Genealogical books can be borrowed on interlibrary loan. MPL will not loan Iowa/local history materials, or ephemeral materials such as pamphlets. New arrivals (items received in the last six months) 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 \$5.00 processing fee.