



<b><u>Policy</u></b> Interlibrary Loan Policy	<b><u>Date Approved by WGRLS Board</u></b> July 11, 2023
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**Purpose:**

This Interlibrary Loan Policy provides for the efficient delivery of resources not available within WGRLS or PINES libraries to patrons, while also considering staff time and library resources needed to deliver this service. The policy operates under the statutory authority of the West Georgia Regional Library System (WGRLS) Board of Trustees.

**Policy:**

Interlibrary Loan (ILL) is a service of West Georgia Regional Library System (WGRLS) in which materials not owned by the library or libraries within the Public Information Network for Electronic Services (PINES) consortium may be borrowed from other library systems in the United States. WGRLS's Interlibrary Loan relationship with other libraries is dependent on their willingness to lend materials to WGRLS. The library WGRLS borrows from controls the loan conditions, including the time period and renewal option of the loan. Lending libraries may require that some materials be designated as in-library use only. Certain restrictions apply on the types of materials that can be obtained.

Patrons must be in good standing at the time of the ILL request.

WGRLS patrons will be assessed overdue fees for late ILL items. Overdue fees are set by the lending library, not WGRLS. If an ILL item is 30 days overdue, WGRLS contacts the lending library to obtain the total replacement cost, including additional fees, which is then applied to the WGRLS patron's account.

WGRLS patrons will be charged for lost or damaged materials, and these charges are assessed according to the lending library's policies and rules. Many lending libraries charge additional fees which can add significantly to the total replacement cost.

Fees for lost or damaged ILL materials contribute to the total amount of fines and fees on a WGRLS patron's account. Refunds for ILL materials will not be issued after the patron has paid the replacement cost. WGRLS does not accept replacement copies of damaged or lost items in lieu of paying the replacement costs.