

THE COLONY PUBLIC LIBRARY  
INTERLIBRARY LENDING POLICY

Adopted by The Colony Public Library Board 05/05  
Revised by The Colony Public Library Board 09/08; 02/11; 08/12; 5/15

- I. INTERLIBRARY LENDING  
The Colony Public Library will loan materials to other public, academic, institutional, and corporate libraries located in the continental United States for use by their customers.
- II. PROCEDURE
  - a. Individuals must initiate an interlibrary loan request through a library.
  - b. The requesting library must submit requests to The Colony Public Library via the online interlibrary loan system.
- III. EXCEPTIONS: MATERIALS NOT AVAILABLE FOR LOAN
  - a. Reference and other non-circulating materials.
  - b. Newspapers.
  - c. Periodicals.
  - d. Any material with a publication date within the last year.
  - e. Materials that have a waiting list.
  - f. Materials that are checked out (holds will not be placed to meet an interlibrary loan request).
  - g. Leased books.
  - h. Local history collection materials.
  - i. Online materials.
- IV. LOAN PERIOD
  - a. Four weeks.
  - b. Renewals may be granted depending on local demand.
- V. PHOTOCOPYING  
Photocopying service will be provided within the limits of copyright law.
- VI. CHARGES
  - a. The borrowing library will be responsible for fees for lost or damaged items.
  - b. Charges for lost or damaged items will be in accordance with The Colony Public Library's current schedule of fees.
  - c. The borrowing library will be responsible for the cost to ship the loaned material back to The Colony Public Library.
- VII. FULFILLMENT  
The Colony Public Library will notify the requesting library if it is unable to fulfill the request.