

HURST PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

Borrowing

Hurst Public Library card holders with eligible accounts in good standing may request materials through our Interlibrary Loan Service when the item is not owned by the Hurst Public Library but is available from other libraries in Texas and the United States.

- Three items may be requested at a time. Once an Interlibrary Loan item has been returned, another may be requested.
- The patron's record must be in good standing with less than \$10.00 in outstanding fines or fees.
- When the materials arrive, the Library notifies the patron by telephone, or as requested.
- Interlibrary Loans may be picked up at the Checkout Desk at the entrance to the library.
- All Interlibrary Loan requests have a 50-cent service charge for each item requested, to help defray shipping costs. If the items are not claimed, the fees will be applied to the patron's account.
- The loan period of an item is determined by the owning library. If an Interlibrary Loan is lost or damaged beyond repair, the patron's account will be fined the cost of replacing the item. If an Interlibrary Loan is 30 days overdue, it will be considered lost and the patron's account will be fined. Once the Hurst Public Library has replaced the item for the owning library, these fines will not be waived or refunded.
- Hurst Public Library must request renewals from the owning library before materials are due. To request a renewal, the patron must contact the Adult Services Department three days before the item is due. Materials may be renewed at the permission of the owning library.

Loans to Other Libraries

- The Hurst Public Library will loan materials to libraries within the courier service.
- Libraries may submit requests by computer via OCLC Worldshare, OCLC Navigator, or by phone.
- The Library endeavors to make available materials from the collection, with the following exceptions: reference materials, newspapers, magazines, genealogy, items in demand from the local community, and any other items as determined by the librarian. The library reserves the right to refuse to lend materials or to ask a borrowing library to restrict use of the materials lent.
- DVD's and graphic novels will be checked out for four weeks. All other items will be checked out for five weeks. Hurst Public Library will notify the borrowing library when unable to fill requests. If a loaned item is not on hold for a patron, the item may be renewed for a period of one week. Items may be renewed once. Items are provided at no charge. The borrowing library is responsible for the cost of returning the material to Hurst Public Library.
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- For lost or damaged materials, the Hurst Public library will accept a direct one-to-one replacement of the materials. Otherwise, the borrowing library will be charged the cost of item to be replaced. The borrowing library is responsible for the loaned items from the time they leave the lending library until they are received by the lending library.