

## **Cobourg Public Library Inter-Library Loan Policy**

---

### **Policy Statement:**

The Cobourg Public Library participates as both a borrower and a lender in a resource sharing program through the Southern Ontario Library Service (SOLS).

The Cobourg Public Library borrows items through the SOLS inter-library loan system in order to fill client requests for items that are not currently in the Cobourg system and which are not eligible or available for purchase by the Cobourg Public Library.

Items are loaned to other libraries provided that such requests do not restrict use by of Cobourg Public Library clients. Priority of lending of materials is always given to Cobourg Public Library clients.

### **Borrower Eligibility**

The Library will borrow through interlibrary loan on behalf of Cobourg Public Library cardholders whose accounts are in good standing. Inter-library loan privileges may be suspended while accounts are not in good standing.

### **Charges for overdues, non-pick-ups, damage or loss**

Material must be returned in the same condition as when received. The Cobourg Public Library is obligated to pay the lending library for any damage or replacement charges.

Clients are responsible for items lost or damaged while they are checked out to the client's card and will be charged accordingly.

All items brought in on inter-library loan are done so at a cost to the Cobourg Public Library. As a result, items received by the Cobourg Public Library, but not picked up by the client by the due date will be subject to a \$10.00 charge per item.

### **Notification**

The Cobourg Public Library will notify clients by the communication method they have selected and the contact information they have provided for their membership. It is the responsibility of the client to make sure the contact information that the Library has on file is updated when necessary.

### **Limits**

Due to budgetary limitations, the number of interlibrary loan requests processed for any one user at one time is restricted to three (3).

### **Restrictions on Types of Materials Borrowed**

The Library will not process lending or borrowing requests for the following materials:

1. High demand materials or materials newer than one (1) year old.
2. Textbooks
3. Material that is already owned by the Cobourg Public Library, with the exception of multiple copies brought in for book clubs registered with the Library's Book Club Ordering program
4. Articles which are available in the Cobourg Public Library's collection in electronic format
5. Materials limited by copyright or licensing agreements
6. Materials for which incorrect or incomplete citation is given.
7. DVD movies and video games

### **Loan Periods**

Loan periods for inter-library loan items are set at the discretion of the lending library. Please check due dates carefully, as they may vary from those of Cobourg Public Library materials.

### **Fees**

Some items are only available through academic institutions, which may charge a fee for each item borrowed. If a requested item carries such a fee, clients will be informed before the order is placed. Payment of this fee is the responsibility of the client.

### **Book Club Ordering Program**

Local book clubs may register with the Cobourg Public Library to have library staff order multiple copies of books for the club. The number of book clubs which can register with the library is limited and spaces are filled on a first-come-first-served basis. For more information on this program please contact [illo@cobourg.library.on.ca](mailto:illo@cobourg.library.on.ca).

**Effective:** Monday, November 4, 2013