

## Interlibrary Loan Policy

Mendon Library's Interlibrary Loan (ILL) account is provided/administered by the Utah State Library (USL) and ILL requests are submitted through this account to be processed by USL. Item requests may be filled by available lenders throughout Utah and the U.S. If an ILL item is not available from any lending library, USL will notify the Mendon Library by email. This service, provided by USL, provides access to materials not available in the Mendon Library collection.

Patrons may request items by obtaining an ILL form at the front desk. The patron will be charged \$3.00 per item, upon pick-up, for return postage to the lending library, unless this cost is subsidized by the Borrower Support Grant, also administered by USL.

By signing the ILL form, the patron acknowledges that they are responsible for returning ILLs items to the Mendon Library, and paying for any lost or damaged items. Fees for damaged or lost items are determined by the lending library, and will be charged to the patron. Please be aware that some ILL may be in the hundreds of dollars if that is the going rate for replacement of the item. The patron will not be able to check out any other materials (Mendon library or USL) if the patron has over \$10 in fines OR has any books 3 months overdue.

Patrons will be notified by email when their items arrive. The checkout period for an ILL item is determined by the lending library so checkout periods may vary. Renewals for ILL items may be requested by contacting the Mendon Library, and are approved or rejected by the lending library.

Patrons have until the due date to pick up ILL items. If items are not picked up by the due date, they will be sent back to the lending library, and the patron will still be charged the \$3.00 return postage fee, if applicable.

Approved by Library Board on: February 24th, 2022