



Twin Falls Public Library Interlibrary Loan Policies

Interlibrary Loan (ILL) is a service the Twin Falls Public Library offers to their library card holders. ILL is defined as a system in which one library borrows an item from another library for the use of an individual. If TFPL does not own an item, TFPL will try and borrow it from another library.

ILL borrowing for our TFPL patrons:

An ILL request for a specific title is reviewed first as a “consideration to purchase”. Subject requests are considered first as “reference questions”: and TFPL resources are checked to see if the information is already available at TFPL. If the material or information is not found to be available at TFPL, or is deemed inappropriate to purchase, the request will be treated as an ILL transaction.

1. ILL service is for TFPL resident and non-resident cardholders only, whose card is in good standing without current fines or fees over \$10.00. All other cardholders are ineligible.
2. A patron may have up to three ILL requests in process at a given time.
3. TFPL neither assesses fees for ILL, nor charges patrons for postage. However, any fees levied by the lending library are the responsibility of the patron; those fees may be collected before the transaction is entered.
4. Lending periods are assigned by the lending library. Local use must reflect the time needed to process and return materials to the lender by the due date.
5. Materials obtained for a TFPL patron but not picked up within the hold period will be returned to the lending library and \$5 charge per unused item is assessed to the TFPL patron for non-use.
6. Borrowed ILL materials returned late by TFPL patrons are assessed \$1 per day per late item, with no grace period.
7. Renewals on all items but DVDs must be requested three days before the due date to allow the lending library time to respond. All items can only be renewed once, as the items are borrowed from another library and need to be returned in a timely manner. After the one renewal, the item may be kept, at \$1 per day overdue.

8. There is no renewal on DVDs because they are borrowed from another library and need to be returned in a timely manner.
9. Patrons may not return an item and immediately place another ILL for that same item. At least three weeks must pass before that item can be requested again by the same patron. Patrons can only order the same book, audiobook, CD or DVD item three times. All other items may only be requested once. Special circumstances will be evaluated by staff.
10. Items must be picked up by the patron requesting the item.
11. There is a 10 business day hold period to pick up the item(s).
12. All items are checked out for 3 weeks (including DVDs).
13. DVDs are borrowed from select LYNX! Consortium or Magic Valley libraries.
14. TFPL will borrow books, audiobooks, DVDs, music CDs and microfilm. Any other items requested are evaluated by a member of the staff. TFPL reserves the right to deny any request.
15. Borrowing Restrictions, the library is unable to borrow, listed but not limited to:
 - a. Items published in the last 12 months.
 - b. Items owned by TFPL (unless all copies are lost or missing)
 - c. Bound periodicals
 - d. Ebooks and downloadable audio
 - e. Video & board games
 - f. Items from outside the United States
 - g. LP records
16. The customer is responsible for monitoring the status of their ILL items and requests.
17. All correspondence with the borrowing library will be made by TFPL staff.

ILL lending TFPL items to other libraries:

TFPL accepts ILL requests from other libraries in good standing for their patrons, and assesses no fees nor postage charges, so long as return postage is provided by the borrowing library. Late returns by patrons to their library are that library's concern, but TFPL charges for lost, or damaged materials and associated replacement/processing costs are the responsibility of the borrowing library. One time renewals may be allowed.

Items unavailable for lending thru ILL include but are not limited to the following:

Materials received within the last 12 months

Non-circulating materials

Non-print materials

(Only LYNX! And MVLS system libraries may borrow non-print materials)

Non-Traditional ILL items (traditional ILL items are defined as books, audiobooks, DVDs and CDs)

The loan period for ILL materials is six weeks to allow mail time and check out time.

If requested:

Photocopies are \$.15 a page after 30 pages per LVIS agreement with OCLC.

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