



POLICY

Materials not available at Farmers Branch Library may be borrowed through Interlibrary Loan. Patrons will be charged a **\$2.00 processing and postage fee** for each filled Interlibrary Loan request. This service is available to Farmers Branch residents and any non-TexShare members whose accounts are in good standing. Requests can be made by filling out and submitting an Interlibrary Loan Request form, which can be obtained through our website, or inside the Library.

PROCEDURE

When placing an interlibrary loan request, please consider the following:

1. The Library will not submit requests for items published within the last six months. Bestseller and high demand items usually are not available for loan, and audiovisual materials (CD and DVD) are often not as readily available as books and print materials. Reference, rare or fragile items, and some genealogy materials are not available on interlibrary loan.
2. The average time to fill requests is two weeks, although turnaround can be four weeks or longer. While every effort is made to fill interlibrary loan requests, occasionally items simply cannot be found, or libraries may be unwilling to lend them. Interlibrary loans are requested from free lending sources. In the event an item can only be found at a library that imposes lending fees, the customer will be contacted to determine the amount, if any, they are willing to pay for the material.
3. There is a limit of five active requests at any time. Staggering requests so that all items are not received at the same time may help in managing their use. Please note that multiple requests for a singular item will not be filled.
4. After being notified that a requested item has arrived, it should be picked up as soon as possible. If a patron fails to retrieve an item before its due date, it will be returned to the lending library. Items received through interlibrary loan may be renewed at the discretion of the lending library. Requests for renewal must be submitted at least five days before the item's due date.
5. Interlibrary loan requests are submitted electronically through shared resource networks that canvass other libraries for items. Even if an item is known to be owned by a specific library, there is no certainty that particular institution will supply it. Length of loan and any restrictions on use of the material is made at the discretion of the lending library.



Farmers Branch Manske Library—INTERLIBRARY LOAN POLICY

Revised July 2016

6. The white label attached to the cover of an interlibrary loan **MUST REMAIN ON THE ITEM**. Interlibrary loan materials returned without white labels could be improperly processed and not credited as returned items.
7. Patrons **MUST** return all materials to the circulation desk, in order to assist with preserving the integrity of the lending library's materials. **PLEASE DO NOT RETURN THESE ITEMS THROUGH THE BOOK DROPS.**
8. Patrons are responsible for any fines, replacement costs, or other fees imposed for lost or damaged interlibrary loan materials, as determined by the lending library.
9. Failure to comply with these provisions may be reason for suspension of interlibrary loan and/or library privileges.

COPYRIGHT RESTRICTIONS

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