

Carlsbad Public Library

Interlibrary Loan Policy

Carlsbad Public Library offers free Interlibrary Loan service (ILL), providing patrons with materials that are not owned by the library.

A. Patron Eligibility

1. Patrons must have a current library card from the Carlsbad Public Library and be an established patron in good standing for a minimum of 3 months to check out materials through the Interlibrary Loan service. If a patron does not have the required borrowing history, materials may be requested but may only be used inside the Carlsbad Public Library.
2. Patrons must read and sign that they agree to abide by this Interlibrary Loan Policy before initial use of the service.

B. Availability of Materials

1. Some items may not be available through ILL, either because of lack of availability or restrictions of the lending libraries we will try to ILL these request or obtain them another way if possible.
2. The library cannot guarantee to provide requested materials by specific deadlines.
3. ILL materials will have special identifying labels which should not be removed by the patron. Removal of labels may result in the item not being marked as returned by the lending library, and the patron may be charged for a lost item.

C. Pick Up and Due Dates

1. Patrons will be notified when requested materials are received. Materials should be picked up promptly.
2. ILL material loan periods are set by the lending library, and staff may not change due dates.

D. Renewals, Returns, and Recalls

1. A request for renewal should be made in advance of the due date with staff. It may take up to 3 days for the lending library to respond to the request for renewal and there is no guarantee that a renewal will be granted
2. The lending library may issue a recall of an item at any time. The patron will be alerted by staff. Recalled items must be returned immediately.
3. ILL items must be returned inside at the circulation desk where the ILL was checked out.

E. Replacement/Damage Fees

1. Patrons are responsible for paying the replacement and processing costs for any lost or damaged materials as invoiced by the lending library. A patron's borrowing privileges may be restricted until such charges are paid. Loss or damage of Interlibrary Loan materials may affect a patron's eligibility for this service in the future.

Reviewed and approved by the Carlsbad Public Library Board of Trustees 01/11/12. Revised 01/14/15, 01/09/19, 01/11/2023.

These requirements are based upon the Interlibrary Loan Code for the United States, as defined by the Reference and User Services Association (RUSA) of the American Library Association.

F. Questions or Exception Requests

1. Questions about this or any library policy may be addressed to the Library Director during regular business hours. Exception requests to library policies may be made to the Library Board of Trustees at a regular scheduled meeting.

G. Patron Agreement

I have read and agree to abide by the terms of the Carlsbad Public Library Interlibrary Loan Policy.

Print Name: _____

Sign Name: _____

Date: _____