



## Interlibrary Loan Policy

The Botetourt County Library ("Library") participates in a nationwide cooperative network to supplement its collections by borrowing materials from other libraries outside of the Roanoke Valley Libraries consortium.

### ELIGIBILITY

- Interlibrary loan services are available to all Roanoke Valley Library cardholders who reside in Botetourt County.
- To use interlibrary loan services, the borrower must have a current Roanoke Valley Libraries account in good standing and with full borrowing privileges.

### REQUESTING MATERIALS

- Borrowers must fill out the information on the provided request form.
- Each borrower may have up to five (5) active interlibrary loan requests (including both filled and unfilled) at one time.
- There is no guarantee that the request will be granted either by the requester's local library or by any lending library in the network. Most libraries will not loan materials that are new (published within the past 1-2 years), bestsellers, audio/audiovisual (such as DVDs or CDs), in-library use only, or rare/fragile.
- The request process may take 1-4 weeks from the request date to the receipt of material. The borrower will be contacted by their local library when requested material has arrived.
- Due dates are determined by the lending library, typically ranging from 8-10 weeks to allow for shipping time.

### RENEWING AND RETURNING MATERIALS

- Botetourt County Library may request a renewal from the lending library at the borrower's request. The lending library determines whether or not to grant any requested renewal. The borrower must make any renewal request before the material's due date.
- Each interlibrary loan item must be returned to a Botetourt County Library branch. These items must be returned in-person to a library staff member; they may not be deposited to an unstaffed book return due to the heightened risk for damage to materials.
- Borrowers may not remove the informational sticker, flap, or paper from an interlibrary loan item. These informational attachments must be included with the item's return to the Library, as they are used to identify and process the item for return to the lending library.

## FEES

- A \$3.00 fee is charged for each item borrowed through interlibrary loan services. This fee may be waived at the library's discretion, such as for digital materials not requiring physical shipment.
- The borrower must pay for any prints or photocopies according to the Library's normal fee structure.
- The lending library may, at their discretion, charge additional fees for borrowing materials. The borrower should state up front the maximum amount they are willing to pay for borrowing an item.
- The lending library may, at their discretion, charge overdue fees up to or exceeding \$1.00 per day.
- The lending library will set the replacement cost and any fees for lost or damaged items.