



Interlibrary Loan Policy

Card holders of the North Madison County Public Library System are encouraged to request materials that are not available through the library's regular collection. When a patron requests an item not found in our collection, the library staff will first search the entire Evergreen catalog. If the item is holdable at another Evergreen library, the staff member or patron can place a request for the item. If the item is not available at another Evergreen library, the library staff will search IN-SHARE for the item. These services are free of charge if the item is found at a library within the state of Indiana. If the item is found at an out-of-state library, the library staff will only request the item if the patron has agreed to pay the postage.

Non-resident student card holders can only request items from our library system's branch libraries through the Evergreen catalog. If the requested item is not available at one of our branches, an IN-SHARE search will be initiated.

Reciprocal card holders and Evergreen Indiana card holders from other Evergreen Libraries can request items from each of our branches. If the requested item is not available at one of our branches, the patron will need to initiate an interlibrary loan request with their home library.

1. Patrons at or over 12 years old and with a fee balance of \$9.99 or less can request and pickup an interlibrary loan. The interlibrary loan will only be checked out to the requesting patron's account.
2. Current library policies concerning checking out in-house materials will also apply to materials loaned from lending libraries.
3. The number of active interlibrary loan requests per patron is limited to 3 items.
4. Interlibrary loan requests will be borrowed for two to three weeks and will not be renewed. DVD interlibrary loans count towards the 10 DVD limit.
5. This service is dependent upon several factors; therefore, there is no guarantee of when the item will arrive.
6. Patrons will be notified via phone when the item arrives. It is the patron's responsibility to ensure the library has a current and active phone number.
7. As with Evergreen requests, the item will be held for seven days.
8. If the item is not collected within that time frame, the item will be sent back to the lending library.
9. Any fees or fines received from the lending library will be passed onto the borrowing patron.
10. Failure to return an item will result in replacement cost and any additional fees assessed by the lending library to be added to the borrowing patron's account.

11. The reputation of the North Madison County Public Library is at stake when performing interlibrary loans. Libraries that consistently have patrons who lose, damage, or do not return items may be denied future loans. Therefore, patrons who habitually abuse interlibrary loan will be denied the privilege of interlibrary loan service.
 - a. Patrons with overdue interlibrary loan(s) cannot request a new interlibrary loan until the overdue item is returned.
 - b. Patrons returning interlibrary loans after the two week due date on a consistent basis or failing to pick up two or more interlibrary loans will be denied future requests for the period of six months.
12. Postage on out-of-state requests must be paid for by the patron before material will be checked out.

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