

ILL POLICIES AND PROCEDURES:

**Eligibility:** Interlibrary Loan is provided to patrons of Munford-Tipton County Memorial Library whose account is in “good-standing” with no overdue materials, fines, or fees, who have had a patron account at the library for at least 90 days.

**Charge for Services: Users of ILL are responsible for prompt payment of any overdue fines and/or replacement costs arising from their requests.** Payment for any ILL activity must be received before a patron is eligible to request any more materials through ILL **OR** checkout at Munford Library.

**Submitting a request:** First be sure that Munford-Tipton County Memorial Library does not own the material(s) that you are looking for. If you need help determining this, please see an employee of the library. If your requested material is not at Munford Library, staff will conduct a search to see if your request is available through ILL. Before processing your request, first time users will be required to sign and agree to the policies form. After your initial sign up each time you request a material, an employee will ask you to verify your name, address, and phone number. The staff will then proceed to submit your request and you will be notified when the book is available. We will attempt to fill all requests, but there will be instances when a book will not be available through ILL. Ex: recently published items, textbooks, study guides, workbooks, rare or fragile books, DVD’s, Audio Books, works of reference/genealogy, etc.

**Checkout Process:** Turnaround time will vary from case to case depending on the location of the requested material. When your book arrives at the Munford-Tipton County Memorial Library a staff member will contact you by the phone number you’ve provided upon your request. You will then have five days to pick up your book from the library before it is sent back to the lending library. Once you come in to check out the requested book you will be able to have it out for two weeks unless the lending library has special lending parameters. For example a newly published book may be requested back after 7 days. This is a parameter that would be set up by the LENDING library and therefore out of the control of the Munford Library. If there are any special parameters set for a book you will be notified before checking the book out by library staff; you can then decide whether or not you want to proceed with the borrowing of the material. If needed you may request a renewal, but keep in mind that again this can be denied from the lending library. **You MUST request a renewal at least three days before the original due date to give the borrowing library and lending library time to process your request.** If allowed, you can only obtain one renewal per item. If denied, you will be expected to return the book by the original due date.

Please note that ILL materials are subject to recall by the lending library at any time. Failure to return a recalled item will result in extra fines/fees. You are responsible for any damage done to the book, and any fines/fees generated by the lending library. Failure to comply with any of the above will result in suspension and or termination of your ILL privileges at the discretion of the librarian.

I agree to the above and accept responsibility for all materials checked out through ILL. I also agree to pay all fines or fees accumulated from the lending library. I understand that failure to comply can result in termination of my ILL privileges. I will promptly report lost or stolen materials to the Munford-Tipton County Memorial Library and any changes in account information.

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Applicants Signature

Date:

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Library staff verified patron  
Information on account (initial)