

INTERLIBRARY LOAN

Interlibrary loan service provides library customers with access to materials not owned by the Flathead County Library System or Partner Libraries. All rules regarding interlibrary loan are designed to protect and to facilitate the use of materials borrowed from other libraries, and to ensure that the Flathead County Library System and its customers have continued access to such materials through this service.

FLATHEAD COUNTY LIBRARY SYSTEM AS A BORROWING LIBRARY

In order to borrow materials through interlibrary loan, customers must have a valid FCLS library card in good standing. Customers may have up to three (3) requests outstanding at one time. This includes requests at any stage of the interlibrary loan process: checked out, requested, or in transit. Turnaround times for requests can vary considerably depending on factors such as the lending library and the type of material. Customers may borrow the same item only twice in a period of twelve months.

FCLS attempts to borrow materials from libraries that do not charge for interlibrary loan services. If a requested material can only be obtained from a library that charges a fee for the service, the customer will be contacted, and if approval is given, will be responsible for paying the charged fee.

Loan periods are determined by the lending institution. All requests for time extensions must be made to the Interlibrary Loan Department at least two days in advance of the material's due date. Extensions are at the discretion of the lending library and are not guaranteed. Fines will be assessed for overdue materials.

Failure to pick up interlibrary loan materials before the item must be returned to the lending library will result in a charge unless prior arrangements have been made with the Interlibrary Loan Department. Customers who find that they no longer need interlibrary loan materials that they have requested, but have not yet received, may cancel the request by notifying the Interlibrary Loan Department.

FLATHEAD COUNTY LIBRARY SYSTEM AS A LENDING LIBRARY

The FCLS will lend materials through interlibrary loan as liberally and with as few restrictions as possible without infringing upon the interests of its primary customers. FCLS does not charge for lending through interlibrary loan, except for costs incurred from lost or damaged materials. All interlibrary loan requests for FCLS materials must be initiated by a library participating in the lending program.

INTERLIBRARY LOAN

Adopted: 8/21/86
Revised: 5/25/89
6/28/90
2/28/91
10/3/96
5/25/00
7/09/09



Jane Lopp, Vice-chair
Flathead County Library System Board of Trustees