

## 5.17 Interlibrary Loan Policy

### **Purpose**

The Richland Community Library participates in the statewide Michigan Electronic Library Catalog (MeLCat) Service and must adhere to all rules, regulations, and stipulations set forth by the Michigan eLibrary. Purpose

The purpose of the Interlibrary Loan Service is borrow from and lend to participating MeLCat libraries the following materials:

- Select circulating books that are no longer labeled as New
- Audiobooks on CD, Music CDs, DVDs, & BluRays

### **Lending**

RCL will not allow for the Interlibrary Loan Service of the following materials:

- Items still classified under New
- EZ Reader, Board, & Paperback Picture books
- Magazines
- Oversized books
- Items from within our Local History Room collection
- Physical items that are non-standard books or media, such as board games, S.T.E.A.M. kits, VOX books, etc.
- Normal circulating materials that are in poor condition/damaged

### **Borrowing**

Interlibrary Loan Service is available to residents and cardholders with a paid annual membership. All applicable cardholders will be subject to the policies of the ILL service provider (in this case - MeLCat) and shall be held responsible for any fees for lost or damaged ILL materials.

Borrowing patrons must be in 'good standing' with the library and cannot owe more than \$5 in fines or fees.

### **Renewals & Fees**

Materials that can be checked out for 14-days cannot be renewed per Michigan eLibrary. Materials that can be checked out for 28-days may be renewed once within 7 days of the original due date.

Borrowing patrons are responsible for the re-imbursment of any fines or fees incurred by Richland Community Library for items lost or damaged by said patron