



BENBROOK LIBRARY DISTRICT
Interlibrary Loan (ILL) Policy
Approved 6/24/2024

Section 1. Objectives

When a patron seeks an item that is not owned by BLD or MetroShare partners, they may request the item via Interlibrary Loan (ILL). ILL is a service the library offers in which a request for the item is placed with libraries throughout Texas and beyond. We will seek the most cost-effective loans possible, but there are costs associated with the loan of materials. Patrons are asked to use ILL services judiciously.

Section 2. Conditions of Borrowing

1. A current, valid Benbrook Public Library card (resident or non-resident) in good standing is required to place ILL requests.
2. A maximum of 10 active requests per **adult** resident and nonresident cardholder at any time is permitted. A request is considered active from the time it is initiated until the material is checked in at Benbrook Public Library.
3. The standard checkout period for ILL items is three weeks, though due dates may vary according to the wishes of the lending library.
4. Patron understands that placing a request for an item does not constitute a guarantee the item will be lent. All lending decisions for an item rest with the library which owns it. Items that are typically unavailable include, but are not limited to: bestsellers; books less than one year old; rare or archival materials; microforms; reference books; newspapers and periodicals; and genealogy material.

Section 3. Fees

1. Lending library fees: The library will always try to borrow items from libraries that lend free of charge. If a free source is not available, the patron will be required to pay the charges. The patron will be notified and given opportunity to decline the requested materials and the lending library fees.
2. Any fees levied by the lending library for lost or damaged items will be charged to the borrowing patron. Failure to return an ILL item in good condition will result in revocation of ILL borrowing privileges and the full replacement cost for the item being added to the borrowing patron's account.

Suspension of Privileges

The following actions may result in a suspension of ILL borrowing privileges:

- Returning a borrowed ILL item three or more weeks after its due date
- Failure to pick up a requested ILL item on more than one occasion

After the suspension period of 60 days, full borrowing privileges can be restored.