

Interlibrary Loan Policy

1. The Worth Public Library District will interlibrary loan materials for Worth Public Library card holders only. This includes articles from magazines and journals.
2. The Worth Public Library District will always try in-state sources before trying to obtain materials from out-of-state sources.
3. The Worth Public Library District cannot give definite dates as to when materials will be received from lending source.
4. The length of time that the patron is able to keep the materials will be determined by the lending source. If the lending source does not give a date to be returned, the length of time will be determined by the loan rule determiners of the lending library.
5. Whether or not materials can be renewed is determined by the lending source.
6. Interlibrary loans from in-state sources are free to patrons. The patron will be charged \$3.00 for interlibrary loans from out-of-state sources.
7. The Worth Public Library District will accept loan requests from institutions via OCLC, ALA, and fax. The library will accept telephoned requests from Worth Public Library card holders.
8. The Worth Public Library District does not charge to lend materials; this includes shipping charges.
9. There is not a limit to the number of exposures per interlibrary loan request.
10. The Worth Public Library District will not lend materials in the reference collection, local history collection, newspapers, or materials designated as "new."
11. The loan period for out-of-state, OCLC, materials is 28 days; the renewal period is 14 days.

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President, Board of Trustees