

## Interlibrary Loan Policy

### Policy Statement

As a commitment to meeting the information needs of the community the Thornton and East Hazel Crest Public Library participates in consortia and networks to provide access to information resources and services it cannot or does not provide on its own.

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### Regulations

1. Interlibrary loan is defined as the borrowing and lending of materials between the Thornton Public Library and other library systems.
2. The library participates in programs on a regional and national level that enables patrons to borrow materials or obtain articles otherwise unavailable to them locally.
3. Patrons with a valid Thornton and East Hazel Crest library card are eligible to use the interlibrary loan service free of charge.
4. The lending library determines the type of material that may be loaned. Some restrictions may apply:
  - A. New materials that are in high demand.
  - B. Materials that have been designated as reference or non-circulating special collections.
  - C. Sensitive or costly media such as audiovisual formats that could be easily damaged.
5. The borrowing library or consortia establishes the lending rules that must be followed in regards to the loan periods and renewals.
6. Interlibrary loan requests can be placed by the librarians within the library and in most cases by the patron through our catalog.
7. Staff cannot guarantee the exact delivery time for interlibrary loan materials due to variances in transit methods, work processes and geographic distance. Staff will give the patron an approximate timeframe for the arrival of the materials.
8. Patron will be notified that the interlibrary loan materials have arrived according to preferred method selected in their account. Patrons always have the option to contact Thornton Public Library about the status of the request.
9. Overdue fines on interlibrary loans are in accordance to the borrowing library's loan rules. Please see **Fines and Fees** Policy for information.

10. Patrons are responsible for items that they check out, and they will be held responsible and charged for replacement costs as set by the lending library for lost or damaged items.

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