



## Interlibrary Loan Policy

Borrowers must be members in good standing with a valid Pinellas Public Library Cooperative card and outstanding fines not in excess of \$10.00.

Borrowers may have up to five (5) interlibrary loan (ILL) requests at any one time. This includes pending and checked out ILL items. ILL items will count towards the total number of holds and checked out items on a patron's account.

Requests will be made for print materials and copies of articles **ONLY**, per the lending institution's availability. Titles in high demand, and those published within the past 12 months, are not eligible for ILL request.

In order to comply with U. S. copyright law, no more than one (1) article request per magazine or journal issue, and no more than five (5) articles per magazine or journal title, may be placed for any patron within one (1) calendar year.

Library staff will attempt to locate and borrow each patron request for up to six (6) weeks. Patrons will be notified if an ILL request cannot be filled.

Loan periods for ILL items are determined by the institutions that own the items. A lender may require an ILL to only be used in the library.

St. Petersburg Library System staff will request three (3) renewals per item for patrons. Renewals are granted strictly at the discretion of the lending institution. Patrons must request renewals one (1) week prior to the original due date.

Fines for overdue ILLs are \$.20 per day per item with a maximum overdue fine of \$5.00 per item. Full value will be assessed for lost, missing, or unreturned items, as determined by the lending institution.

Failure to return ILL items or habitual late returns may result in the loss of borrowing privileges and/or loss of interlibrary loan privileges. An ILL item considered as lost will appear on the patron record as an outstanding fine of \$50.00 per item until the lending institution provides the correct amount. No refunds will be issued for found interlibrary loan materials once payment has been made.

The St. Petersburg Library System will lend to other libraries via ILL: circulating books not published more than twelve months prior to the current date, for 28 days, and allow three 28-day renewals provided there are no local holds. Photocopies up to 25 pages are available at no charge, but additional pages will be charged at \$1.00 per page. Scanned pages will be e-mailed to the requesting library for no charge. All article requests will be filled in compliance with U. S. copyright law. No other materials are available through ILL.