



# Jackson County Public Library

## Interlibrary Loan Borrowing Policy

1. Jackson County Public Library will use interlibrary loan (ILL) to attempt to borrow materials requested from other institutions and not held by JCPL, another Evergreen Indiana library or another Indiana library participating in the Statewide Remote Circulation System (SRCS), if those items can be sent. Interlibrary loan service is available to library district residents with valid cards that have no outstanding fines or fees of more than \$9.99. Customer barcode numbers are required before requests can be processed.
2. Interlibrary Loan service extends within the contiguous United States. Customers will pay at checkout return postage expenses incurred from loans outside the contiguous United States and for any pre-approved costs and for postage, which may also include insurance charges.
3. Library users should try to determine that JCPL and other Evergreen Indiana libraries do not have an item before submitting a request. If an item is not in the catalog or available through SRCS, the library may choose to purchase rather than borrow material still in print.
4. ILL requests are submitted online at <http://links.myjclibrary.org/MaterialRequest> and are accepted by telephone, email or through the library, as long as the request is clear and the information as complete as possible.
5. A parent or guardian must authorize any charge for materials requested by a customer under 18 years of age.
6. A minimum of one week to 10 days is needed to obtain most materials and more time may be required if the material is not readily available or if transportation or telecommunications problems intervene. The library has no control over the amount of time required to obtain ILL material or the time it may be available for use. The lending institution determines the loan period for each item and also reserves the right to recall an item if it is needed by their customers.
7. Because of time constraints and the biweekly schedule of the Discovery Bus, Outreach Services customers may have to pick up and/or return materials at one of the libraries.
8. Overdue charges will accrue at the rate of \$.25 per item per day up to a maximum of \$10 per item until the materials are returned or replacement costs are paid.
9. Customers with lost or damaged ILL materials must pay a \$10 processing fee plus the cost of the material and any additional charges from the lending library.
10. Materials may be returned in book drops, at the checkout desks at any of the JCPL libraries, or to Outreach Services.
11. Copyright laws govern the reproduction of copyrighted materials. Under certain conditions specified in the law, libraries and archives may furnish photocopies or other reproductions. One of these specified conditions is that the reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request in excess of “fair use,” that user may be liable for copyright infringement. Library staff may refuse to accept a copying request they believe would violate copyright law.
12. If special requests or problems arise with interlibrary loan materials, customers should contact the staff at the Information Services desk at the Seymour Library.

Adopted 7/20/99, Revised 6/18/18

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Seymour Library  
303 West Second Street  
Seymour, IN 47274

Tel: (812) 522-3412  
Fax: (812) 522-5456

Crothersville Library  
120 East Main Street  
Crothersville, IN 47229

Tel: (812) 793-2927  
Fax: (812) 793-3721

Medora Library  
27 West Main Street  
P.O. Box 400  
Medora, IN 47260  
Tel: (812) 966-2278  
Fax: (812) 966-2229

Outreach Services  
Serving Jackson County  
Tel: (812) 522-3412 x1241

[www.myjclibrary.org](http://www.myjclibrary.org)

## **Interlibrary Loan Lending Policy**

1. Jackson County Public Library will accept requests for loans or reproductions of JCPL-owned materials via American Library Association standard forms, email, telephone, or fax.
2. The library will invoice the original price of any lost or damaged items and add a \$10 processing fee.
3. Materials on loan are due back at the library in five weeks. The library reserves the right to recall an item if it is needed by JCPL customers. Renewals are on a case-by-case basis.
4. Charges are not made for loans of materials. Reference and local history materials are loaned at the discretion of the department managers or designated staff members. Items in circulation less than three months will not be loaned through ILL.
5. Photocopy and microform reproductions for other institutions will be invoiced by the library. Indication of copyright compliance is required on the request.
6. Regular ILL service extends within the United States. Borrowing institutions will pay expenses incurred from loans outside the United States.

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