

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Materials
Policy Number: 608
Title: Interlibrary Borrowing

Policy Statement:

The needs of our community can be met more effectively by sharing resources and services through Northern Lights Library System and the TRAC Consortium.

Guidelines and Procedures:

1. The library will provide an Interlibrary Loan service to its patrons.
2. The library will provide information services to its patrons. If local resources do not provide the needed information, the library accepts the responsibility for securing the information through the Northern Lights Library System.
3. Interlibrary loans and other resource sharing arrangements as they arise shall be made in keeping with the Alberta Libraries Act.
4. The Board is prepared to cooperate with Library Boards throughout the province and particularly within Northern Lights Library System and the TRAC Consortium.
5. Interlibrary loan materials will be obtained only for registered patrons in good standing.
6. Interlibrary loan materials borrowed by patrons are subject to the loan procedures of the owning Library.
7. Some libraries charge a fee for interlibrary loans. If this is the case, a patron must be advised. The item will only be ordered if the patron is willing to pay the charges.

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