

# **Vilna & District Municipal Library Board Policy Manual**

**Category:** Materials

**Policy Number:** 609

**Title:** Interlibrary Lending

**Policy Statement:** The Vilna District & Municipal Library Board agrees to lend books and videos to other libraries of Alberta.

**Guidelines and Procedures:**

1. Books lent to other libraries through interlibrary loans shall be lent for a period of 3 weeks use, over and above transit time.
2. Videos will be lent for a 1-week use, over and above transit time.
3. Postal charges shall be covered by NLLS.
4. The borrowing library shall be held accountable for any lost or damaged materials and shall pay the Library for same.

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024