

## INTERLIBRARY LOAN POLICY

The White House Library will request items to borrow from other libraries as well as send items to requesting public, school, academic and special libraries. Patrons may request, through interlibrary loan, material not found in the collection. The White House Library will not loan through ILL titles in high demand, less than one year in publication, or specialty items.

There will be no charge for ILL service unless the lending library charges a fee. The applicable fee may be passed on to the borrowing patron. Borrowers must be patrons in good standing, having had their card for a minimum of 30 days. They must have no overdue materials, lost items, fines, or unpaid fees for replacement of damaged items against their account. Patrons may only request and checkout 4 items on ILL at one time. The library director will have discretion to limit patrons' access to ILL service if a patron is excessively late in returning materials or fails to pick up ordered materials when notified by staff.

Revised by the White House Library Board of Trustees, November 14, 2024