

## INTERLIBRARY LOAN POLICY

Patrons may request, through interlibrary loan, material not found in the collection. Materials not available for interlibrary loan include those titles in high demand and/or less than one year in publication. There will be no charge for ILL service. There is one exception, if the lending library charges a fee, the 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 should have no more than four items checked out on ILL at one time. Patrons may order no more than four items 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 13, 2008.