



APPALACHIAN REGIONAL LIBRARY
Interlibrary Loan Policy
Revised and Approved July 16, 2015

In accordance with its mission to provide materials for recreational reading and lifelong learning, the Appalachian Regional Library system will attempt to borrow from other libraries materials that are not available in the ARL system.

A library card holder in good standing may have up to five active interlibrary loans at a time. Certain types of materials may not be requested via interlibrary loan. Examples of these are (1) reference materials; (2) rare materials; (3) materials that are more than a century old; (4) new materials (generally less than twelve months old); (5) magazines; (6) popular audiovisual materials; and (7) ephemera, such as art work, flags, maps, and posters. Textbooks required for classes may not be requested since books cannot be kept longer than a few weeks. Photocopies of journal articles may be requested. Express delivery service is not available.

Each lending library determines the loan period for materials it provides, and there is no guaranteed minimum amount of time. Unless the lending library specifies otherwise, one renewal request per item is permitted if made at least one week prior to the due date. Often, however, renewals are not allowed. The lending library has the right to request at any time that materials be returned immediately. Some materials may be used only in the library if the lending library so designates.

The person requesting materials via interlibrary loan must pay the cost of return postage and any other charges assessed by the lending library, such as those for photocopies of articles, etc. All fees are collected at the time materials are picked up by the borrower. Overdue interlibrary loan materials incur a fine of 50 cents per day, and a minimum fee of \$150 will be charged for any lost or damaged interlibrary loan materials when ARL is billed by the lending library.

Interlibrary loan is a special service based on the reciprocal cooperation among participating libraries and library systems. Materials held after the due date may jeopardize a library's continued willingness to provide this service to ARL patrons.