



Policy 3.3 Circulation of Special Collections and Materials

Adopted by Library Board of Trustees

2/28/2008

Revised: 6/26/2008

3.3.1 Inter-Library Loan Materials

Inter-library Loan (ILL) is a courtesy service that allows North Olympic Library System patrons to borrow library materials from other libraries world-wide. The circulation policies, borrowing periods, and loan procedures for ILL materials are established by the loaning library, and therefore differ from those for NOLS owned materials.

Each NOLS patron may make up to 25 ILL requests each calendar year free of charge. A non-refundable search fee of \$5 per item will be charged for each ILL request beyond 25. A patron may make up to 3 ILL requests per day, and have up to 10 ILL requests/loans in process simultaneously.

Some loaning libraries and institutions may charge a fee for providing ILL materials. Whenever possible, NOLS will obtain ILL materials free of charge, but in the event the loaning library imposes a borrowing or photocopying fee, that fee will be passed on to the NOLS patron.

If the publication date for an item is less than one year in the past, and the item is still in print, NOLS will not place an ILL request for that item. Patrons may, however, request that such items be purchased for the NOLS collection.

NOLS reserves the right to decline ILL requests for any item which is readily available to the patron through other sources (such as items already in the NOLS collection; mass market items which are still in print; new release entertainment DVDs, etc.)