



InterLibrary Loan Policy

The Three Rivers Public Library District (TRPLD) offers its patrons interlibrary loan (ILL) service for the purpose of providing them with library materials that are not owned locally, but which may be available through other libraries in PrairieCat or from other libraries outside of PrairieCat.

ILL is a service that is available to TRPLD library cardholders in good standing. PrairieCat cardholders are encouraged to obtain ILL services through their home libraries. TRPLD will extend this service upon request for materials available in PrairieCat. TRPLD will request items from non-PrairieCat libraries for TRPLD cardholders only. Per PrairieCat policy, staff may place local holds only for non-PrairieCat reciprocal borrowers.

Charges incurred in the process of borrowing the materials (postage, fees, etc.) may be passed on to the borrower, who will be notified of such fees before the transaction is completed. Charges for lost or damaged materials are the borrower's responsibility.

Conditions of loan (loan period, in-library use, etc.) are set by the lending library. In some instances renewals may be possible; renewals should be requested of TRPLD staff prior to the material's due date. Interlibrary loans should be returned at the TRPLD facility they were obtained through.

TRPLD reciprocates by loaning materials to the patrons of other libraries when requested. All materials in the TRPLD collection are available for ILL except specified non-circulating reference materials and items available exclusively for TRPLD cardholders.

Adopted	04/13/11
Revised	6/12/13, 10/17/18
Reviewed	10/14/20