6.1 Interlibrary Loan

TADL will attempt to borrow from and will lend to reciprocating libraries that are located in the United States or Canada, with the following exceptions:

**TADL will not provide ILL service to borrow:**
- Items published in the most recent year.
- Items that are owned by the Traverse Area District Library (unless all copies are lost or missing).
- Bound periodicals. TADL will request photocopies, digital or microform copies.
- Books printed before 1900. TADL will try to borrow these materials in reprint or microform, if available.
- E-books and downloadable audio.
- Software.

**TADL will not lend to other libraries:**
- Materials in any format published more recently than one year.
- Materials in any format designated “Hot” or “New”.
- Movies or recorded music.

**Interlibrary Loan Service will be withheld from TADL patrons who:**
- Have lost materials or fees or have fines of $5 or more.
- Have overdue Interlibrary Loan materials.

**ILL Renewals**
Interlibrary Loan materials are not renewable without prior consent of the lending library. Borrowers must contact TADL at least three days in advance of the material due date with a request to renew ILL item(s).

**Borrower Accountability**
Consistent with TADL lending policy, Interlibrary Loan materials may only be checked out on the library card of the person who requested them.

**TADL Fees for Interlibrary Loan (ILL) Service**
- TADL does not impose an ILL service fee to residents of the Traverse Area District Library taxing district.
- Non-taxing district patrons are charged a $5 administrative fee in addition to any fees imposed by the lending library.
- TADL interlibrary loan fees must be paid at the time the service is requested.
- Out-of-state libraries are charged a $5 administrative fee unless there is a formal reciprocal agreement between libraries.
Lending Library Fees for Interlibrary Loan (ILL) Service

- Non-taxing district patrons will indicate in advance the maximum amount they will pay the lending library for ILL service.
- Fees imposed by the lending library are charged to the non-taxing district borrower’s account.
- Failure to return an Interlibrary Loan will result in a minimum charge of $50 to borrower’s account.
- Failure to pay ILL fees will result in suspension of all TADL services.

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Adopted: Y N  
Motion By: A Marek
Date: 5/18/2017  
Support By: J Jones

J. Jones, Board Secretary