

**Fanwood Memorial Library Policy Manual**  
**Section: Library Operations**  
**Subject: 2.3.3 Interlibrary Loan (ILL)**

**Fanwood Memorial Library Interlibrary Loan (ILL) Procedures**

**1. Who may request ILLs?**

Any Fanwood resident with an up-to-date Fanwood Memorial Library card may request an ILL

Out-of-town residents must place ILL requests through their home libraries.

**2. Loan Period/Renewals/Recalls/Charges**

All materials may be borrowed for two (2) weeks. A one (1) week renewal can usually be granted within our system if requested.

ILLs may be recalled at any time. All ILL videos will be charged \$1.00 per week.

**3. New Books:**

The library will try to process ILL requests for items published within fewer than six (6) months of the request, but note that most libraries usually do not lend such new items via ILL

**4. ILL Limit**

Patrons may have up to five (5) items in process at any time (checked out/requested/sent to us). Items that patrons borrow from other LMxAC members, or in-person from other M.U.R.A.L. libraries do NOT count towards this total.

**5. Unavailable Items**

Some items may be unavailable through ILL. The Fanwood Memorial Library will decline an ILL request if the item is in our shared consortium collection (LMxAC), even if it is checked out or on hold.

Exceptions will be made for lost or missing items. Items that have been borrowed and returned may not be requested again within a six (6) month period.

**6. Overdue ILLs**

Patrons with overdue ILL items will be notified by phone. If the item(s) remains outstanding, a notification letter will be sent. If the item is not returned within ten (10) days of the mailing, the patron's account will be billed for the cost of replacing the item(s), with a minimum charge of \$25.00 per item.

**Interlibrary loan is a costly and time consuming process.**

**We urge patrons to check the LMxAC catalog and/or use their M.U.R.A.L. borrowing privileges to pick up books in-person at participating libraries whenever practical.**

**Library staff can help locate likely sources for books and other items.**

**Interlibrary loan should be reserved for non-local and hard-to-find items.**

Board of Trustees

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