

Fort Dodge Public Library

Interlibrary Loan of Library Materials

Purpose

Fort Dodge Public Library supplements its collection with an interlibrary loan service that enables it to borrow materials from other libraries. Through this service, FDPL is able to enhance and extend the materials available to its patrons and the community.

General Policies

A valid library account in good standing is required to make use of interlibrary loan services. To request materials from another library, cardholders must be a resident of Fort Dodge, Otho, Barnum, or rural Webster County. All other cardholders must use their home library for interlibrary loan services.

FDPL participates in the Interlibrary Loan Reimbursement program through the State Library of Iowa. Under this program, a library may charge up to \$3.00 per item borrowed from other Iowa libraries to offset postage. Currently FDPL does not charge a fee for items borrowed from other Iowa libraries.

The Library does charge the actual cost of postage for any materials borrowed from libraries located outside of Iowa. Additionally, if the lending institution charges any fees for the use of its materials, those charges will be passed on to the patron. Patrons will be notified of charges before items are borrowed from these libraries.

Materials published or released within the previous six (6) months cannot be requested through interlibrary loan. Newer materials will be considered for purchase by the Library for its collection. (See Collection Development Policy for guidelines.) Nonprint materials will not be requested from libraries located outside of Iowa.

FDPL will abide by the checkout policies, due dates, and/or any special limitations of the lending library.

Requests for the renewal of an item borrowed from another Iowa library will be made only if the item is not already overdue. Materials borrowed from libraries located outside of Iowa cannot be renewed.

A patron's interlibrary loan privileges may be suspended for any reason including:

- Habitually requesting items but then failing to pick them up.
- Returning materials that have been misused or damaged.
- Habitually returning borrowed materials late.
- Losing or failing to return materials borrowed from another library.

Adopted 06/28/2004
Revised 10/2004; 08/2017; 02/2021; 07/22/2024