

INTERLIBRARY LOAN

The Burt Public Library participates in the national interlibrary loan program that permits the library to borrow and loan materials for its patrons from other libraries. This interlibrary loan service is available to all patrons whose record is clear of overdue items and blocks. The following guidelines will apply when processing an ILL.

A specific date by which the patron needs the item(s) must be determined when requesting materials.

Inform the patron that it could take up to ten days to receive the item(s).

There will be a \$.50 charge per item requested by the patron to defray mailing costs. The money will be collected at the time the patron picks up the loan request.

In case of damage/loss of item(s) the loaning library is contacted and sets the price. Burt Library charges the patron that price and suspends further privileges until paid.

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