

Interlibrary Loan Policy

Hazen Public Library

Purpose of Interlibrary Loan

Interlibrary Loan (ILL) represents a mutual agreement among libraries in North Dakota and throughout the United States to share their library resources. Through ILL, our library is able to borrow from other libraries' materials that are not available within our library system. While we try hard to serve the diverse needs and interests of our community, our resources are limited and it is impossible to purchase everything that may be of interest to everyone. Interlibrary loan enhances our ability to provide patrons with materials they need and want.

Eligibility and Limits on Interlibrary Loan Borrowing

Interlibrary Loan service is available to current Hazen Public Library cardholders who have a library card in good standing, owing fees less than \$5.00.

A patron is allowed up to five active ILL requests at one time. Active requests include those on loan as well as those in process.

Materials Offered

Any materials not currently owned by Hazen Public Library may be requested through ILL. Every effort will be made to supply the requested material, however new items, archival materials, audiovisual, and other materials may not be available. Photocopies of articles from magazines or periodicals can also be requested. Providing an accurate citation of the material you are looking for is extremely helpful.

Historical Materials

Please be as specific as possible when requesting historical material. There may be an extra charge for historical materials requested from outside the state. Some historical materials may be lent out on the condition that they are only used within the library.

Requesting an Item through Interlibrary Loan

Interlibrary Loan requests can be made from our online catalog, in person at the Reference Desk, or by calling 701-748-2977. Please give as much information as possible about the material you are requesting.

Fees

Requests for materials that are available within North Dakota and from out of state will be processed free of charge.

If the request is for a reproduction of a journal, magazine, or newspaper article, an additional copying fee may be levied by the institution which fills the request.

Waiting Time for Materials

We cannot estimate a turnaround time for an ILL request, as waiting periods vary. In some cases, the process can take longer than three weeks, though in most cases turnaround is much sooner.

Notification of Patrons

Patrons will be notified by phone, e-mail, or text when their material arrives. Unfilled requests, overdues, recalls, and other matters will also be communicated as needed.

Loan Periods

Loan periods vary for ILL items as they are set by the lending institution. In some cases, an institution will recall an item that has been loaned out.

Renewals

Requests for renewals must be made on or before the item's due date. Renewals are granted at the discretion of the lending library and cannot be guaranteed.

Overdue Fines and Replacement Costs

Fines for overdue ILL materials are \$0.10 per day per item. Replacement costs for lost or damaged material are set by the lending institution.

Contact Information

Contact the Reference Desk at 701-748-2977 or e-mail at hazenpubliclibrary@gmail.com for more information or to place a request.

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