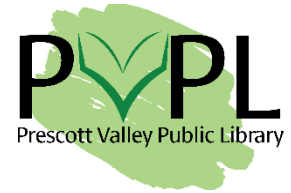


## Interlibrary Loan and Resource Access and Attainment Policy



**Purpose:** Library material not owned by Prescott Valley Public Library (PVPL) may be borrowed from a Yavapai Library Network (YLN) member library. For material not available through the YLN, the Library shall comply with the Arizona Resource Access and Attainment Policy for Public Libraries Agreement.

**Introduction:** Interlibrary loan (ILL) is a library materials resource sharing process through which library materials or copies from materials are made available by one library to another. This service enables libraries to reach beyond their own limitations of space, budget, and scope of collection, to offer, through borrowing from another library, access to materials not otherwise available. These materials are borrowed from libraries inside and outside of Arizona within the United States and may take up to 12 weeks to become available. Because ILL involves items owned by institutions other than PVPL, certain restrictions and limits apply to ILL borrowing.

**Borrowing:** ILL is a free service for patrons with a valid YLN library card in good standing.

Any patron can submit up to six (6) ILL requests per month.

Patrons who repeatedly ignore ILL rules like removing the yellow band from the cover of ILL materials, returning ILL materials in the book drop, or returning ILL materials that have been damaged, will not be eligible for ILL borrowing.

**Materials Offered:** Books, DVDs, CDs, photocopies

**Materials not Offered:** Reference materials, and materials marked as “New”.

**Cost:** PVPL will attempt to obtain items without charge. Fees, which are determined by the institutions that have a requested item and are willing to lend it out, cannot be predicted. Most items can be obtained without charge. If there is a charge, PVPL will notify the patron before requesting the item, and will request the loan only if the patron agrees to pay the charge.

**Fines and Replacement Costs:** There are no fines on ILL items. Replacement costs for damaged or lost items are determined by the lending institution and may amount to many times the actual value of the item.

**Loan Periods, Renewal of Items, and Restrictions of Use:** Loan periods and renewal options are determined by the lending institution. Moreover, a lender may recall an item at any time. Some libraries do not allow renewals or require that items be used within the library. The loan period, lending restrictions, and other pertinent information are indicated on the yellow band attached to the ILL item.

**Notification of Patrons:** Information regarding the arrival of items, approval or disapproval of renewal requests, overdues and recalls, unfilled requests, and any other pertinent matters will be communicated to the patron by phone, email, or mail. Because they are more timely, phone and email are preferred.

**Revised and adopted: October 6, 2020**