

# Jemez Springs Public Library

## InterLibrary Loan Policy (ILL)

Jemez Springs Public Library supplements its collection with an interlibrary loan service administered by the New Mexico State Library, which enables us to borrow materials from other libraries. Through this service, the library enhances and extends the materials available to its customers and the community.

**Limitations:** Jemez Springs Public Library has added some internal restrictions to the restrictions mandated by New Mexico State Library, after years of experience working with the ILL system. These restrictions are to save library staff time and funds, and keep the system working smoothly. You may request a special exception to these internal rules if circumstances warrant it. Interlibrary loan requests are not accepted for:

- materials published within the last twelve months\*
- materials already owned by the library\*
- DVDs/Bluray
- ebooks/audiobooks
- magazines, pamphlets, and textbooks\*

Sometimes the ILL system is unable to fill a request; in this case, the patron will be notified of the request cancellation.

**Eligibility Requirements:** Patrons of Jemez Springs Public Library with a full/adult library card\*\* are eligible for ILL service as long as they meet the following criteria as a patron in good standing:

- No overdue items, this includes items belonging to JSPL as well as any interlibrary loan materials.
- No lost items or money owed for items
- Member for at least 3 months
- No previous suspension of privileges with ILL borrowing (see below)

\*\* Patrons with a limited library card may request an ILL with permission from library staff on a case-by-case basis. (limited library cards are often used for interns in the area for 3-6 months)

\*\* Patrons with a vacation home or nonresident card must request through their home library.

\*\*Patrons with a teen(self-registered) card may request an ILL with permission from library staff on a case-by-case basis.

## **How the InterLibrary Loan Process works at JSPL:**

When requesting a book, patrons have the option of requesting an interlibrary loan if the library is unable to purchase the book. Interlibrary loan requests can be made in person, or by email to the library director or library staff.

A maximum of two concurrent interlibrary loans are allowed per patron. Once a book is returned the next request may be processed, as long as the patron still meets eligibility requirements.

Patrons will be notified when an item becomes available for pickup. If a patron does not pick up an item within 5 days of its due date to the lending library the item will be processed for return.

Patrons are responsible for any interlibrary loan materials in their possession. If the item becomes lost or damaged, the patron will be charged the lending library's replacement fee.

Loan periods and renewals are at the discretion of the lending library. The patron's due date for returning the item(s) to JSPL is **3-5 days before the material is due to the lending library.**

Interlibrary loan materials must be returned to Jemez Springs Public Library by patrons, not to the lending library.

The library must wait three months after the last due date of a book before requesting the same title through interlibrary loan.\*

Interlibrary loan privileges may be suspended if:

- a patron requests titles and does not pick them up upon notification
- materials are misused/damaged (the condition of the item will be noted before the item is checked out to the patron)
- materials are returned late (ie. less than 3-5 library business days before the material is due back to the lending library)
- patron owes fees for previous interlibrary loan items
- the patron does not meet the Eligibility Requirements above

*\*Per New Mexico State Library, or American Library Association guidelines*

*Library Board Approved May 16, 2024*