

CHESAPEAKE PUBLIC LIBRARY

NUMBER 1003

POLICIES

EFFECTIVE DATE: FEBRUARY 1, 2019

SUBJECT: INTERLIBRARY LOAN

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**PURPOSE:**

To make additional materials available to library cardholders by borrowing from other libraries.

**POLICY:**

- CPL cardholders with accounts in good standing are eligible to request ILL items.
- ILL requests can be made in person or online at [infopeake.org](http://infopeake.org)
- Five (5) ILL requests and/or checked out items may be active at one time.
- Lending periods and renewals are determined by the lending institution.
- Fees will be charged for any costs assessed by obtaining ILL items, including postage fees charged by the lending institution. Patrons are responsible for fees whether or not they check out the requested item. Fees are paid upon presentation of ILL to patron.
- A patron who fails to pick up three (3) filed requests will have requests suspended.
- Some materials, such as new releases, audiovisual materials, genealogical items, microfilm, reference and research materials may not be available through ILL.
- ILL items returned after the due date are charged an overdue fine of .50 per day.
- Patrons are charged replacement costs for ILL items determined by the lending library.