

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-15-60

SECTION: Access to Materials

SUBJECT: INTERLIBRARY LOAN

SUMMARY

The purpose of this document is to establish that an interlibrary loan function will be provided for the benefit of residents of the Johnson County Library district and for reciprocating institutions, and to delineate the conditions under which charges are made.

Effective Date:

July 21, 2011

Reviewed:

October 4, 2017

October 27, 2021

**POLICY ON
INTERLIBRARY
LOAN**

a. The Library will operate an interlibrary loan function for the purpose of borrowing, or obtaining copies of, library materials not available in the Johnson County Library; and to provide reciprocal interlibrary loan service to other institutions.

**GUARANTEE OF
RIGHT OF ACCESS**

b. This service is available to library cardholders who live in the Johnson County library district. Library patrons outside the Johnson County library district are encouraged to use the Interlibrary Loan service of their home library system. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

FEES

c. Usage fees may be charged for interlibrary loan service provided to the Johnson County Library user eligible for ILL services and to reciprocating institutions, according to the Fee Schedule (ARM 20-10-90).

Waivers

Fees assessed to staff and volunteers of the library may be waived if the service is provided to them in support of their work assignments, professional development, or course or degree work, if approved by the department head.

**MATERIALS
LOANED**

d. Johnson County Library will comply with current interlibrary loan protocols.

October 27, 2021

ARM 20-15-60 End