

INTER-LIBRARY LOAN (ILL) AGREEMENT

Inter-library Loan (ILL) allows the Tye Preston Memorial Library (TPML) resident library card holders access to items that are not available from the Library's collection. There is no charge for an ILL to the patron, but please keep in mind that TPML does pay mailing fees for each ILL. To maintain our borrowing reputation with other libraries, we must ensure that we are doing our utmost to abide by the rules of each lending library.

Please note the following before placing an ILL request:

- Patron must have current TPML resident library card.
- Patron must have a responsible lending history of a minimum of three months.
- Patrons are limited to TEN requests per calendar month.
- Patrons are responsible for lost or damaged books as well as all late and/or processing fees charged by the lending library.
- Patrons with fines more than \$5.00 or outstanding overdue materials cannot request ILL items.
- Please check the Library catalog before requesting materials through ILL. ILL requests for items owned by TPML will be cancelled.
- Renewals must be requested at least 7 days before due date. Renewals are **not** guaranteed.
- ILL requests can take up to six weeks to receive.
- Once an ILL is requested, either electronically or by written request form, cancellations may not be made without speaking to a Library staff member.

Loss of ILL privileges:

Each lending library has set the due dates for their materials. The first and second failure to return an ILL by its due date will result in a warning. The third failure will result in a revocation of your ILL privileges.

If you request an ILL on two different occasions, but fail to check the item out, you will receive a warning. The third failure to pick a requested ILL item up will result in a revocation of your ILL privileges.

If you have any questions or concerns, please contact Kim at interlibrary@tpml.org, by phone call to 830-964-3744, or in person.