

Interlibrary Loan Policy

Interlibrary loan is the process of borrowing books, audiobooks, DVDs, and other materials from libraries across the United States for checkout by our patrons. Any individual who has a Karlen Memorial Library card in good standing may use this service. Patron accounts must be in accordance with current circulation rules. Currently a patron must not have any fines or fees on their account.

The waiting time for a material to arrive at our library depends on location of the nearest libraries that own the item and the availability of that item at that library. When requesting an item, keep in mind that some items may be more difficult to loan than others. Many libraries do not loan materials that have been newly published within the last 12 months or are still on the best seller lists. In addition, rare historical and genealogical items are often denied or require restricted access (ex. may require you to view the material in the library only.)

Rules:

Circulation rules, including loan periods and use of materials, are set by the lending library. Patrons will be held responsible for any charges incurred for late, damaged, or lost items set by the lending library.

The Karlen Memorial Library will pay postage cost to receive the materials. The lending library may request additional charges for service fees, insurance, etc. Karlen Memorial Library will cover these additional costs.

Patrons will be limited to ten (10) active requests at any given time.

Only one (1) copy of a specific title may be requested/borrowed at a time.

Interlibrary Loan material(s) will be returned to the lending library if not checked out within seven (7) days of notification.

Borrowed material is subject to recall by the lending library and immediate return is expected. Failure to do so will result in additional fines.

Renewal of material must be requested by the borrower at least three (3) business days prior to the due date to provide the lending library sufficient time to either approve or deny request.

Patrons who do not comply with these regulations will lose any further interlibrary loan privileges.

If you have an Interlibrary Loan request, contact the Library at 402/528-3476 or stop by during Library hours.

Approved: November 24, 2015