

INTERLIBRARY LOAN POLICY

Approved 04/15/2004
Revised 08/19/2010

The Fremont Public Library is a member of Cooperative Computer Services (CCS), a consortium of libraries that share an automated card catalog. This shared catalog allows patrons from any participating library to place “holds” on materials that are either currently checked out or are owned by one of the CCS partner libraries. These “holds” are placed directly by the patron and can be done on the library’s computers or from any computer with access to the Internet.

Materials not owned by the Fremont Public Library or any other CCS library may be requested from other libraries through Interlibrary Loan (ILL). ILL transactions are performed by library staff and are available to Fremont Public Library cardholders only.

Fremont Public Library does not charge for ILL services, but will pass on any fees charged by the lending library. Patrons will be notified of any costs prior to obtaining the material.

The loan period is set by the lending library (four week maximum).

There are no renewals for ILL items. Items obtained as CCS “holds” may be renewed online.

Fines for overdue materials are \$1.00 per day plus the cost of any bill sent by the owning library.

Fees for lost or damaged items are set by owning library.

Fremont Public Library will send photocopies of articles free of charge under most circumstances.

Fremont Public Library complies with U.S. copyright law (Title 17, US Code).

Libraries are not supposed to request materials from other libraries that they do not lend out themselves. The following types of **items are not available** for ILL:

- Board games
- Children’s board books
- Children’s and young adult graphic novels
- Children’s hooked on phonics kits
- Children’s puzzles
- Microfilm
- Materials in high demand designated as “Hot”
- Newspapers
- Periodicals, current only
- Reference books, all
- Videogames

NOTE: Failure to pick up items placed on hold or requested through ILL could result in suspension of these privileges.