![Sacramento Public Library logo] **SACRAMENTO PUBLIC LIBRARY**

INTERLIBARY LOAN (ILL) BORROWING GUIDELINES AND AGREEMENT

Guidelines for Requesting and Borrowing

1. A valid Sacramento Public Library card with current address and no unpaid charges is required to request and check out ILL material.

2. You may have a total of four (4) ILL requests / items checked out at a time.

3. ILL materials will be sent to the designated pickup location as noted on the ILL Request Form with the exception of microfilm, which must be viewed at the Central Library. ILL materials may be returned to any Sacramento Public Library location.

4. Materials borrowed from other libraries are subject to their rules and regulations.

5. Materials are checked out for a maximum of twenty-one (21) days. Not all ILL items can be renewed. The owning library determines due dates and renewals.

6. ILL materials must be returned promptly when due and may be recalled at any time by the lending library. If you receive a Recall Notice, please return the materials immediately. ILL privileges will be revoked if a borrower has repeated instances of overdue ILL materials.

7. Photocopying or other use of ILL materials must comply with applicable U.S. Copyright laws.

Charges

1. Sacramento Public Library does not charge for ILL requests.

2. Some partner libraries may charge a fee for ILL materials, which would be passed on to you. You will be notified of any fees before an item is requested. You can chose to approve and pay the fees in advance or cancel your ILL request.

3. For a lost or damaged item, ILL replacement fees are set by the owning library.

Lending Agreement

I agree:

• To abide by Sacramento Public Library's Interlibrary Loan (ILL) Borrowing Guidelines as stated above.

• To return items by the lending library due date to any Sacramento Public Library location.

• To pay in advance any patron approved ILL fees from partner libraries.

• To pay full repair and/or replacement costs should the item be lost or damaged.

I have read the entire document and my signature below indicates my agreement with the above statements.

_____   _____   _____

Print Name   Signature   Date

Last updated: 12/10/2021