

## INTERLIBRARY LOAN

Library customers to whom the Hussey-Mayfield Memorial Public Library has issued a borrower's card may use the Interlibrary Loan service except those customers

1. Who have not paid all outstanding fines and fees and/or
2. Who have overdue Library materials and/or
3. Who are Public Library Access Card [PLAC] holders<sup>1</sup>
4. Who are under the age of 16
5. Who are nonresident teachers and nonresident students

Materials borrowed for Hussey-Mayfield customers through interlibrary loan from another Library must be returned to the Hussey-Mayfield Library by the due date and may not be renewed.

Library customers with overdue interlibrary loan items will be fined at the current rate for each day each item is overdue. Weekends and holidays shall be included in the computation of the overdue fee. In addition, failure to return materials on time or to pick up items ordered from another Library might result in the suspension of interlibrary loan services for the delinquent customer.

If the lending library charges Hussey-Mayfield for copies, shipping or for the loan of materials, those charges will be passed along to the customer. The Library customer is given the option of specifying a maximum charge before the item is requested. If the customer chooses to pay no charges and the item is not available without charge, the request may not be filled.

The timely return of interlibrary loan materials in good repair is essential for continued access to this service.

*I have read, understand and agree to abide by the Library's policy with respect to using the Interlibrary Loan Services offered by the Hussey-Mayfield Memorial Public Library.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Customer's Signature

\_\_\_\_\_  
Library employee signature as witness

Print customer's name

<sup>1</sup> PLAC and non-Hussey-Mayfield Evergreen Indiana card holders must initiate interlibrary loan requests through their home Library.