



PORT MOODY PUBLIC LIBRARY BOARD POLICY

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| Section: | Services and collections | Policy number: | D3 |
| Policy title: | Interlibrary loans | Approval date: | Dec 8, 2005 |
| | | Revision date: | Sept 16, 2010 Oct 18, 2012 |

1. Interlibrary loan (ILL) is a basic service which is available to all library patrons possessing a current Port Moody Public Library borrower's card.
2. Material requested from another library on ILL is limited to items that Port Moody Public Library does not have in its collection because: (a) the item does not conform to PMPL's collection development policy; (b) the item is out-of-print; or (c) there is no recurring demand for the item.
3. The library follows provincial interlibrary loan code and procedures as specified by Public Library Services Branch in Interlibrary Loan Code for BC Public Libraries (1992) and Interlibrary Loan Procedures for BC Public Libraries (1992).
4. Patrons may have a maximum of eight active interlibrary loan requests at one time.
5. Interlibrary loan fees levied by lending institutions are passed on to the patron; patrons are also charged for photocopies of articles obtained on interlibrary loan.
6. The library regularly lends material from its collection, free of charge, to other libraries in British Columbia. Upon special request from Library Services Branch, the library will consider lending its materials to libraries outside of the province.