

Because no library can hope to meet all of its patron's needs, a system of lending materials known as Interlibrary Loan (ILL) has evolved between libraries. The Waco-McLennan County Library participates in this system and subscribes to its rules, codes, and procedures. To effectively carry out its mission, the Library adopts the following policy for interlibrary loan service.

Request of Materials from Library Patrons

Interlibrary loan service (ILL) is available to all cardholders of the Library in good standing with no outstanding fines or fees. ILL service is not available to patrons of other libraries using a TexShare card. Materials not owned by the Waco-McLennan County Library or otherwise unavailable may be requested from an identified lending library. Borrowing is subject to the rules of the lending library.

The patron is responsible for loss of or damage to materials borrowed from other libraries. The patron is responsible for charges or fines imposed by the lending library.

Request of Materials by Other Libraries

Interlibrary loan service is available to libraries of all types located in the United States. Circulating materials and photocopies from reference materials and periodicals owned by the Waco-McLennan County Library are available for request by other libraries on behalf of their patrons. **The Library does not loan material published in the last two years or newly released material.**

The borrowing library is responsible for loss of or damage to materials borrowed from the Waco-McLennan County Library in accordance with applicable interlibrary loan codes and agreements. The Waco-McLennan County Library does not charge for interlibrary loan service, including postage and shipping charges.

Compliance with Copyright Law and Interlibrary Loan Codes

The Waco-McLennan County Library abides by and applies United States Copyright Law (*Title 17, U.S. Code*) in both borrowing and loaning materials. Also, the Waco-McLennan County Library is a signatory to and abides by the current National Interlibrary Loan Code, the AMIGOS Interlibrary Loan Code, and other state and regional interlibrary loan codes and agreements as may be appropriate and beneficial to the Library

Responsibility and Authority The Library Director has the authority to establish such guidelines and procedures as may be necessary to ensure fair and equitable interlibrary loan service within the constraints of budget and staffing. Such rules and procedures shall be posted on the Library's website.