



Planning and Policy Manual

Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

Saratoga Springs Public Library

library@saratogasprings-ut.gov

www.saratogasprings-ut.gov/library

VIII: Circulation

Inter-Library Loan

The Library provides ILL services to customers with the following provisions:

1. A fee of \$3.00 is charged when the ILL request arrives for each item to offset the postage cost.
2. Customers are also charged, with their prior consent, any fees assessed by a loaning library.
3. The Library does not charge a fee when loaning materials to other libraries.
4. The Library borrows the following types of materials through ILL: books, DVDs, compact discs, reference materials, and articles from periodicals.
5. Customers who do not pick up an ILL which they requested, after they have been noticed the item is available, are still responsible for the ILL charges accrued.
6. The replacement cost of a lost item on loan to another library will be the price assessed by the owning library plus a non-refundable \$5.00 processing fee.
7. To facilitate the efficient and effective operation of the ILL process, the Library Director, or designee, will establish procedures including limitations on the number of ILL requests a customer may have active at a given time.