


SECTION 3 Asset Management
PART 3.3 Use of Council Facilities

	POLICY NO:	3.3.12
	POLICY TITLE:	Interlibrary Loans Policy
	DATE ADOPTED:	21/01/2013
	RESOLUTION NO:	35/2013
	SUPERCEDES:	
	PROPOSED REVIEW DATE:	21/01/2015

POLICY

The Library will request books and print material only by interlibrary Loan. DVD's, talking books and other audio-visual items will not be requested, except where the patron is vision impaired and requires audio book. The only other exception is language learning material, which may be requested.

There is a limit of four (4) requests for a patron in a single month

INTENT

Interlibrary Loans can be obtained as required from other Libraries in Australia, where the item is not available locally and purchasing the item is not feasible.

This policy sets out the conditions and costs of using this service.

COST

The Bourke Public Library charges a fee for interlibrary loans (to be determined annually). This charge assists in recovering some of the postage costs. Where the item can be obtained from a non-charging library (a library that does not charge the requesting library), generally public libraries in New South Wales, and some in Victoria and Queensland, this will be the only cost to the patron.

Where the item must be obtained from a fee-charging library, this fee will be passed on to the patron in addition to the local charge. Any charge the library incurs as a direct result of the request, including photocopying fees, will be passed on to the patron. The patron will be informed by the library staff of any costs before proceeding with the Interlibrary Loan request.

If a patron requests an item on Interlibrary Loan and fails to collect the item, there will be a non-collection fee imposed as determined annually.

RELATED POLICIES

VERIFIED BY:

Policies and Processes of Bourke Shire Council

VERIFIED BY:

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VARIATIONS

Council retains the right to review, vary or revoke this policy at any time.

The General Manager has the right to review or vary any related procedures.

Presented to Manex: 19/12/12

Policy Adopted by Council: 21/01/2013