



HURST PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

Borrowing

Hurst Public Library card holders with eligible accounts in good standing may request books, magazine and journal articles, items on microfilm, and genealogical information through our Interlibrary Loan Service when the item is:

1. Not available in Hurst Public Library's collection
 2. Available from other libraries in Texas and the United States
- Three (3) items may be requested at a time. Once those have been returned, three more requests may be submitted.
 - Your record must be in good standing with less than \$6.00 in outstanding fines or fees.
 - The Library notifies the requesting patron by email, telephone, or letter, as requested, when materials arrive.
 - Interlibrary Loans may be picked up at the Circulation Desk at the entrance to the library.
 - All Interlibrary Loan requests have a \$.50 fee for each item requested that is available through the Trans-Amigos Express courier Service to help defray shipping costs.
 - There is an additional charge for actual postage for items borrowed out of network. This fee is due when you pick up materials. Other fees, if required by the owning library, will also be due at this time. If the items are not claimed, the fees will be applied to the borrower's account.
 - Any fee charged by the lending library will be included in the Interlibrary Loan fee.
 - The owning library determines the loan period of an item.
 - Hurst Public Library must request renewals from the owning library before materials are due. To request a renewal, borrowers should contact the Adult Services Department three days before the item(s) are due. Please note that not all materials can be renewed. DVD's are not renewable. Fort Worth Public Library, Dallas Public Library, and Library of Congress materials cannot be renewed.

Loans to Other Libraries

- The Hurst Public Library will loan materials to Libraries participating in the Trans-amigos Express courier service
- Texas libraries may submit requests via TexShare's WorldCat or Library of Texas website
- The Library endeavors to make available materials from the collection, with the following exceptions: reference materials, newspapers, magazines, genealogy, media such as new DVD's, new videos, adult bestseller books, holiday books, photocopies, other items in demand from the local community, and any items as determined by the librarian. The library reserves the right to refuse to lend materials or to ask a borrowing library to restrict use of materials lent.
- Items will be checked out for four weeks. Hurst Public Library will notify the borrowing library when unable to fill requests. If an item is not on reserve for another patron, the item may be renewed. There is a limit of one renewal. The borrowing library is responsible for the cost of returning the material to Hurst Public Library.
- For lost or damaged materials the charge will include the cost of item to be replaced, plus \$5.00 nonrefundable processing fee. The borrowing library is responsible for the loaned items from the time they leave the lending library until they are returned.

Effective December 14, 2010