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Interlibrary Loan

No library can afford to purchase every book published and give it shelf space. Interlibrary Loan allows libraries across the nation to share their circulating collections with one another. The Hardin County Public Library has direct electronic access to the library collections of participating member libraries in the South. We can obtain materials from any library in the South willing to lend them.

We can borrow a book or magazine article only if it is not already owned by the Hardin County Public Library. Our card catalog should be checked to ascertain whether we own the item. When requests are placed, the more correct information we are given, the quicker we will be able to obtain the item. At a minimum, we need the correct title and author of the book being requested.

We cannot borrow books published in the past twelve months, bestsellers, textbooks, entire issues of periodicals, computer software, or audiobooks, or other types of audiovisual material. The KET Lending Library is a partnership between Kentucky Educational Television and the Kentucky Department for Libraries and Archives. It allows Kentucky early childhood professionals to obtain a DVD series of child care training programs through their local public libraries. Please see this website for further information.

<http://kdla.ky.gov/librarians/programs/Pages/KETLendingLibrary.aspx>

While we may request items of an historical or genealogical nature, most libraries are unwilling to lend them. For example, we will not lend our reference books nor will we lend any genealogical materials owned by the library. We may be able to obtain photocopies of specified pages.

The Hardin County Public Library does not charge for this service. However, lending libraries sometimes charge fees. If the borrower is willing to pay such fees, you **must** fill in the appropriate blank. This authorizes us to act as the borrower's agent in borrowing what has been requested. We will make every effort to obtain a free copy before incurring fees on the borrower's behalf. Any fees due must be paid at the time the item is picked up.

The time varies for the receipt of interlibrary loan. **Be sure to inform the borrower of this fact.** If the book is available in state, it could arrive in a week depending upon which library has agreed to lend it to us. If it is necessary to go out of state to obtain requested material, it could take six to eight weeks. If the borrower has a deadline, please be sure to state it on the interlibrary loan form. Borrowers will be notified by telephone when the request arrives. If a borrower doesn't pick up the item, they are still financially responsible for any charges we have been authorized to make on their behalf. If an item is not available, notification will be given.

Any resident of Hardin County with a current, valid library card can ask for Interlibrary Loan. A current, valid library card in this instance is defined as having no overdue materials, no fines, and has a correct home address/phone number. Library cards with no activity within the past five years are routinely purged from our user files. Please check with the circulation staff to ensure the borrower with whom you are working still has a

valid library card. Residents of other counties are required to seek Interlibrary Loan services from their home county library.

The Interlibrary Loan Librarian will handle any problems concerning an overdue or lost interlibrary loan item.

There is a limit of 1 ILLs per patron at one time.

If the item has not been picked up within 3 business days of attempted notification the item will be sent back and the patron may lose the right to use ILL service at a later date and may be charged a \$5.00 processing fee. This decision will be made by the circulation supervisor or the director. ILL staff customarily notifies patrons that the item is on its way to HCPL.