

## **Interlibrary Loan Policies and Procedures**

The Avon Free Public Library is a member of the Library Connection consortium. Avon residents with a valid library card have free access to circulating items owned by all of the consortium's member libraries. Materials not owned by Avon Library may be requested through interlibrary loan. The actual loan of the materials is at the discretion of the lending library.

The following interlibrary loan policies and procedures apply:

- Library staff will assist patrons in searching for materials available for interlibrary loan. Patrons with interlibrary loan questions should seek assistance from the Reference Desk staff.
- New materials, especially new books, media items, and DVDs are rarely available through interlibrary loan. Instead, patrons may check with the library staff to see if an item is already on order at Avon Library or might be considered for purchase by Avon Library.
- The usual delivery time for interlibrary loans is two weeks, but the Avon Library cannot guarantee the material will be lent or will arrive by a certain time.
- Patrons will be contacted when the material arrives. The interlibrary loan item will be held at Avon Library for five business days. If the item is not picked up within five business days, it will be returned to the owning library.
- The lending period is subject to the policy of the lending library. The due date given to patrons is the date the material is due back to Avon Library.
- The Avon Library does not charge a fee for interlibrary loans.
- If an interlibrary loan item is damaged or lost, the patron will be responsible for the cost of replacement, and any processing fees that are set by the loaning library. The Avon Library has no control over these fees.

Adopted September 19, 2006 by the Board of Directors, Avon Free Public Library  
Revised February 19, 2019 by the Board of Directors, Avon Free Public Library