

I. INTERLIBRARY LOAN

The Collegedale Public Library and Community Learning Center is committed to serving the public by providing materials to meet our patrons' needs. The mission of the Collegedale Public Library and Community Learning Center is to enrich lives and build community by providing a welcoming place to read, know, learn and grow. The Interlibrary Loan (ILL) service offers patrons access to collections beyond what is held in Collegedale, allowing patrons to request items to be sent to the Collegedale Public Library and Community Learning Center.

- ILL services are available to cardholders in good standing.
- ILL is not available to temporary card holders.
- Up to five (5) ILL requests may be pending or ILL items checked out at one time.
- ILL items must be returned to the Service Desk inside the Library or placed in the book drop. The ILL's attached paperwork should not be removed.

II. MATERIALS NOT AVAILABLE THROUGH ILL

Collegedale Public Library and Community Learning Center does not loan the following material:

- Newly published materials (materials less than six months old)
- Textbooks
- "Library of Things" materials (kits, instruments, etc.)
- E-books or e-documents/articles
- Restricted materials

The lending library can dictate the conditions under which it will lend materials. Some of the materials may be designated by the lending library as restricted. This means that this material must be used in the Library and cannot leave the building. Library staff will notify the patron that the material is available but restricted to in-library use only.

III. LOAN PERIOD

The Library lends materials through ILL requests according to its [established circulation policy](#). The Collegedale Public Library and Community Learning Center prioritizes the borrowing needs of local patrons and therefore limits renewals of its ILL materials to a single instance per item borrowed.

When borrowing, the length of the loan is set by the lending library, not the Collegedale Public Library and Community Learning Center, and will vary accordingly. The due date is noted on each item. If the item can be checked out and is not picked up by the due date listed on the sticker, it will be returned to the lending library and the patron will be charged the loan fee. Items not picked up by the due date will be returned to the lending library.

Renewal of ILL materials is dependent upon the restrictions set by the lending library. Patrons must call the Collegedale Public Library and Community Learning Center to request a renewal five business (Monday-Friday) days before the due date included on the lending label. Overdue ILL materials cannot be renewed.

The lending library may exercise the option to recall material needed by its local patrons. If the material is recalled before the due date, the patron must, upon notification, return the material immediately.

V. FINES AND FEES

Any item received via ILL service is subject to the same fees placed on similar items owned by the Collegedale Public Library and Community Learning Center. In addition, libraries which loan material(s) to the Collegedale Public Library and Community Learning Center may place additional fines/fees on loaned items.

The patron is responsible for any damage to and/or loss of the material which results after they have picked up the Interlibrary Loan requested material. Patrons will not be billed for item(s) noted as damaged prior to their checking out the item(s).

Requests filled by Tenn Share libraries, including the Collegedale Public Library and Community Learning Center, are supplied without charge. If material is supplied by a non-Tenn Share library, and that library charges for the lending of the material, the cost may be passed on to the patron.

Adopted 7-13-21 by the Collegedale Library Board