

Piedmont Valley Library Interlibrary Loan Policy
Effective March 23rd, 2020

The Piedmont Valley Library staff will make every effort to fill interlibrary loan requests for registered patrons in good standing.

Interlibrary loan requests may be submitted in the following manner:

- In person
- Via email
- Via phone call
- Online via Library Online Catalog and South Dakota Share-it

All interlibrary loan requests will be reviewed by the librarian prior to being submitted to other libraries. Interlibrary loan requests may be denied by the librarian for reasons such as a blocked account or excessive requests.

Loan periods and renewals are determined by the loaning library.

Patrons are expected to return the borrowed material to the Piedmont Valley Library on or before the due date given.

Interlibrary loans are usually filled at no charge. Piedmont Valley Library patrons are charged for ILLs only if the loaning library requires a fee. Any lost or damaged material fees will be the responsibility of the borrowing patron. Any outstanding ILL fees will result in a restricted account until settled.

Due to the library's limited funds, donations for postage or to compensate for staff time are welcome.

Revised and adopted March 23rd, 2020
Piedmont Valley Library Board of Trustees

Phyllis Stevens, Chair