

BURNET COUNTY LIBRARY SYSTEM INTERLIBRARY LOAN PROCEDURE

The Burnet County Library System (BCLS) offers interlibrary loan as a service. The library staff will attempt to borrow requested books with a publication date of more than twelve (12) months from other participating institutions.

BORROWING POLICY

- BCLS staff will place interlibrary loan requests for library patrons in good standing, administer and return requests to lending libraries.
- A patron may not have more than three (3) active ILL requests at one time.
- Patrons must pick up books and pay associated fees at their requesting library within 5 days after notification; if books are not picked up fees will remain on patron's account.
- Patrons return books to their requesting library.
- Overdue fines are 50¢ per business day.
- Borrowing libraries (BE, HB, MF) administer loans within their library, collect all associated fees and return loan to BCLS.

LENDING PROCEDURE

- BCLS will not lend high demand items, AV and items with a publication date of less than twelve (12) months.
- Patron may not have more than three (3) active ILL requests at one time.
- Borrowing libraries must collect all associated fees and send to BCLS.
- BCLS's loan period to other libraries is for one (1) month.

*Microfilm may be borrowed from other libraries for in library use at the Herman Brown Free Library in Burnet. Additional fees may be requested by the lending library. A brief training session on the digital microfilm reader is required, contact burnetcgs@gmail.com to schedule a training session.