



EUCLID PUBLIC LIBRARY BOARD OF TRUSTEES POLICY

INTERLIBRARY LOAN

When an item is not available in the CLEVNET system, patrons may request that the library find the item through our Interlibrary Loan Department. For items received through the interlibrary loan process the following will apply:

- If a book is rare or in poor condition, the lending library may stipulate that the book must be used in the library and cannot be checked out to the patron. In this situation the patron will be required to leave their Ohio drivers license or Ohio State ID at the circulation desk until the book is returned from use in the library. This procedure also applies to the use of microfilm acquired through interlibrary loan.
- Items are loaned for three (3) weeks and renewal is dependent upon the policies of the lending library.

Overdue fines are \$3.00 per day accruing to a maximum fine of \$15.00.

- The library will pay lending fees up to \$10.00 per item for items loaned from a non-CLEVNET library
- When an item is forty two (42) days overdue, Euclid Public Library will reimburse the lending library for the cost of the item in order to keep the library's account in good standing. After the library pays for the item, a patron no longer has the option to return it. A patron must pay the cost of the item in order to reinstate borrowing privileges.