

La Vista Public Library  
Policy  
Interlibrary Loan  
Issued August 2006  
Updated July 2014  
Reviewed July 2017  
Reviewed November 2020  
Updated September 2023

**Purpose:**

The La Vista Public Library participates in resource sharing through Interlibrary Loan. This service provides access to materials in libraries throughout the United States. Patron's account must be in good standing prior to placing an interlibrary loan request and prior to receiving the materials. The Library will borrow from other libraries as well as lend materials through this service.

A processing fee is charged for each interlibrary loan request to assist with paying for the material's postage as well as staff time. This fee is determined during the annual budgeting process and approved by City Council.

Occasionally the lending library will charge a fee to send materials. Patrons will be notified of these fees prior to processing the request and the order will be placed only if the patron agrees to pay these additional charges.

Borrowing patrons are responsible for losses or any damages incurred while the materials are in their possession. Fees for losses or any damages are determined by the lending library.