



COOS BAY PUBLIC LIBRARY
525 Anderson Avenue,
Coos Bay, OR 97459
(541) 269-1101 | coosbaylibrary.org

INTERLIBRARY LOAN POLICY

The purpose of interlibrary loan is to obtain materials not owned by Coastline Libraries for patrons in good standing.

ELIGIBILITY AND LIMITS ON INTERLIBRARY LOAN BORROWING

Because Interlibrary Loan involves items owned by institutions other than Coos Bay Public Library, and because of the labor the service requires, certain restrictions and limits apply to Interlibrary Loan borrowing. Currently patrons may only have five requests active in the system at any one time. Active requests include both items currently on loan and items currently being searched for.

COST

While staff will attempt to obtain items without charge, some items, including photocopies, genealogical materials, and information obtained from medical libraries, routinely incur charges. Patrons must indicate a maximum amount they will be willing to pay for an item. If no amount is named, a zero amount will be assumed.

Once charges have been incurred on a patron's behalf, the patron is responsible for charges up to the amount he or she has agreed to even if the item is not picked up.

REPLACEMENT COSTS

Replacement costs for damaged or lost items are determined by the lending institution, and may amount to many times the actual value of the item.

LOAN PERIODS, RENEWAL OF ITEMS, AND RESTRICTIONS ON USE

Loan periods and renewal options are determined by the lending institution. Moreover, a lender may recall an item at any time. Some libraries do not allow renewals, or require that items be used only within the library. Renewals, which are solely at the discretion of the lending institution, cannot be guaranteed. Requests for renewal must be made prior to five days before an item's due date.

The due date is listed on the white band attached to the item. This band must be returned with the item.



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NOTIFICATION OF PATRONS

Information regarding the arrival of items, approval or disapproval of renewal requests, overdues and recalls, unfilled requests, and any other pertinent matters will be communicated to the patron by phone, email, or surface mail.