



212 South Gaston Street
Brevard, North Carolina 28712
(828) 884-3151 FAX (828) 877-4230
On the web at: transylvania.lib.nc.us

Transylvania County Library Interlibrary Loan Policy

The Transylvania County Library participates in the state/national interlibrary loan programs which permit the library to borrow materials for its patrons from other libraries. The interlibrary loan service is available to all registered borrowers whose records are clear of fines and overdue items.

Books and photocopies of articles from periodicals not owned by the Transylvania County Library or available via NC-LIVE, or that are otherwise unavailable locally, may be requested through interlibrary loan. Audiovisual material, including videos, CDs, and cassettes may be requested but are often difficult or impossible to obtain through interlibrary loan. Likewise, genealogical materials, may be requested but are often unavailable through these channels. Items owned by the Transylvania County Library, but checked out to another patron, may not be borrowed through interlibrary loan unless the item requested is more than two months overdue.

The library patron must pay one-way postage for each interlibrary loan he or she borrows. In addition, the patron is responsible for all charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item if charges are imposed (such as insurance fees, lending fees, or photocopying charges), this must be stipulated when the request is made. The fine for overdue interlibrary loan material is 50¢ per day, per item, maximum fine to equal the replacement cost as set by the lending library. Other fines which may be assessed by the lending library are the patron's responsibility. Replacement costs for lost materials are set by the lending library and are also the patron's responsibility.

Patrons requesting photocopies are responsible for reading and abiding by the notice of copyright restrictions printed on the request form.

Adopted by the Board of Trustees of the Transylvania County Library
September 16, 1999