

INTERLIBRARY LOAN POLICY

HISTORY: The free exchange of materials between local and national libraries is essential to free access to information for patrons of the Library. It should not be seen as a replacement of resources and collection development but as a way of providing materials when local resources cannot meet those needs. As a responsible borrower and lender, the Tigard Library will cooperate with the Interlibrary Loan Code for Oregon Libraries and the standards set for Interlibrary Loan by the Washington County Cooperative Library System.

POLICY: Interlibrary Loan service is available to anyone with a valid Washington County Cooperative Library System (WCCLS) borrower's card. There is no charge for Interlibrary Loan Service except as the owning Library charges for photo-copy service of journal or newspaper articles or to loan a particular item. The requesting patron will be notified of any charges in advance in order to decide if they wish to incur such charges. The Tigard Library limits patrons to 10 active Interlibrary Loan requests at any one time in order to maintain the quality of service.

The owning library determines the conditions of the loan. It may be required that borrowed materials be used in the library only. Items owned by other Washington County libraries will not be borrowed through ILL service, but through the WCCLS daily courier service. It may be determined that an item requested through ILL would be a valuable purchase for the Tigard Library. In the event of purchase, the requesting patron will be placed first on a reserve list for that item.