

**Interlibrary Loan Policy  
Friench Simpson Memorial Library  
Hallettsville, Texas**

**Interlibrary Loan (ILL) allows Friench Simpson Memorial Library card holders access to books which are not available from the Library collection. The Friench Simpson Memorial Library does not accept requests for DVDs, audio books, magazines, reference or local history books, photographs or microfilm. Once submitted the process can take up to four weeks.**

- **Confidentiality of library users will be maintained in ILL transactions.**
- **Requests for items acquired within the last year or located in foreign countries cannot be honored.**
- **Borrower must have a valid library card without fines.**
- **The library charges a \$3.00 per request to defray cost of postage. Request will not be placed until fee is paid. Fee subject to change.**
- **Materials requested by elementary, junior high or high school students for school projects and/or reports are exempt from the \$3.00 fee.**
- **The loan period for ILLs is three weeks. The Friench Simpson Memorial Library will set a return date that is three business days earlier than the due date to allow time for the item to be returned to the lending library. Renewals are at the discretion of the borrowing library so plan accordingly.**
- **Customers are limited to three transactions, including requests and check outs.**
- **Requests are made by visiting the library, filling out an ILL request form and paying the fee.**

**Replacement costs**

- **If an ILL request is lost or damaged, the patron is responsible for the replacement costs plus any additional processing fees assessed by the lending library.**
- **Any and all fees associated with a lost or damaged item must be resolved before additional ILL requests can be made.**

**Approved by: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Board Chairman**

\_\_\_\_\_  
**Mayor** **Date: \_\_\_\_\_**

**Texas Navigator Project  
Interlibrary Loan Policy  
Friench Simpson Memorial Library  
Hallettsville, Texas**

**The Friench Simpson Memorial Library is participating in the Texas Navigator Project for Interlibrary loans.**

**As part of this project, we have adopted the following lender rules concerning what items the library will loan to other libraries via ILL.**

- Requests for books acquired within the previous six months cannot be honored. Also McNaughton books are not available.**
- The loan period is three weeks as set by the Navigator project.**
- Renewals of materials to other libraries are reviewed independently before renewal is allowed.**
- The library will not interlibrary loan the following materials: DVDs, audio books and MP3s, photographs, reference books, magazines, microfilm or local history/genealogy books**
- For items in the local history/genealogy department, we will accept requests for photocopies of the table of contents and/or the index up to ten pages per request. Using this information a patron can then request copies of specific pages. Copies via ILL are free of charge up to 10 pages per request.**

**Approved by: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Board Chairman**

\_\_\_\_\_  
**Mayor** **Date: \_\_\_\_\_**