

## Largo Public Library Interlibrary Loans

### Largo Public Library as Borrower

If the Largo Public Library does not own a particular title, and if it is not available through the Tampa Bay Library Consortium's Reciprocal Borrowing program, patrons may request it through the interlibrary loan (ILL) service. Patrons utilizing the interlibrary loan service must abide by the rules and regulations set forth by both the ILL network and the lending libraries, such as:

- Patrons are limited to 10 requests in process at one time.
- Popular titles in high demand, items published within the last twelve months, reference books, and many audiovisual materials may not be requested.
- Patrons must possess a Largo Public Library account in good standing.
- Overdue materials are charged at \$0.25 per day.
- Patrons are responsible for charges incurred from the lending library for materials.
- Patrons are notified by telephone when the requested items arrive.
- Staff members are responsible for all charges incurred for materials requested through interlibrary loan for personal use.
- Largo Public Library reserves the right to suspend the interlibrary privileges of patrons who do not pick up requested materials, do not return items in a timely manner, or do not abide by rules and regulations set forth by both the ILL network and the lending libraries.
- Fines and fees associated with interlibrary loan requests will be posted to the patron's library account.

### Largo Public Library as Lender

When libraries request items from the Largo Public Library for their patrons, the following conditions apply:

- The lending period is twenty-eight (28) days.
- The renewal period is twenty-eight (28) days.
- There is no postage charge to the lending library.
- Music compact discs are loaned to Florida libraries only.
- New books are not loaned through interlibrary loan.
- Audio books are loaned to Florida libraries only.
- Genealogy reference books such as family histories are loaned as "library use only."
- As established by the City of Largo's fee ordinance, photocopies of other genealogy and other sources are \$0.10 per page; as much information as possible should be included in the request; names must be provided, as well as a self-addressed, stamped envelope.
- Reference books are loaned only at the discretion of the appropriate Division Services Manager, and are loaned as "library use only."