



## Taber Public Library Policy Manual

### General Policy: Interlibrary Loan Non-Pickup Fee

#### PURPOSE:

To ensure that patrons pick up their interlibrary loan requests.

#### POLICY:

The Taber Public Library will charge a fee to those patrons who place interlibrary loan requests and DO NOT pick them up.

#### DEFINITION:

Interlibrary Loan – is an item that is brought in for a patron from OUTSIDE the library system.

#### GUIDELINES:

1. When a patron places an interlibrary loan request they will be informed that there will be a fee charged if the item is not picked up.
2. A fee of \$2.50 per loan request will be charged for each interlibrary loan brought in and NOT picked up (see Schedule “C” of the Taber Public Library Bylaws).
3. Fines will be added to a patron’s file as a bill, reason “hold”.

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