

Sedalia Public Library Interlibrary Loan Policy

The Sedalia Public Library provides interlibrary loan services that enables libraries to supplement their collections by borrowing materials from and lending materials to other libraries. Interlibrary loan is not used as a substitute for adequate collection development based on the normal needs of the Sedalia Public Library district.

The library is a member of OCLC (Online Computer Library Catalog). OCLC is a global library organization that provides shared technology services, original research, and community programs for its membership and the library community at large.

Borrowing Materials:

- Any patron with a valid library card may request materials through interlibrary loan. Patrons should not have lost or damaged book fees on their account.
- Patrons are allowed to request up to 2 items, with no renewals & have a 28-day checkout.
- Patrons will be contacted by phone when requested items are ready to be picked up. Patrons have 3 days to pick up their items.
- No interlibrary loans will be allowed if a patron fails to pick up the requested items 3 times.
- The library does not charge a fee for books requested through interlibrary loan.
 - If there is a lending fee, patrons are asked to pay for the item before it is ordered.
- Not all library materials are available for interlibrary loan (audiovisual materials, maps and various reference items).
- Requests for magazine articles or newspapers are sent by fax or email for free to lending libraries.
- To request an item/s, patrons can call the library, visit the circulation desk or make a request from our website, under the "Interlibrary Loans" tab.

Lending Materials:

- Libraries may request items from our library.
- The loan period is for 28 days. We can renew items, if needed.
- We do not lend audiovisual or reference materials.
- We send interlibrary loans through a courier service, mail, fax or email.

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