



Interlibrary Loan Policy

Revised April 2023

1. CCPL offers patrons the option to request books through Interlibrary Loan. For a title to be eligible to be loaned in this manner, the book must be at least one year past its publication date and must not be included in CCPL's collection.
2. Patrons who wish to request a title through interlibrary Loan may do so by filling out an interlibrary loan request form. Patrons may have up to three requests active at any one time.
3. Patrons will be contacted when their Loan arrives at CCPL. The Loan will be held for three days after the initial contact. If it is not picked up within the three-day time limit, the item will be returned to the lending library.
4. If, for any reason, CCPL is unable to acquire a requested item, the patron will be notified via telephone.
5. Patrons who wish to renew an interlibrary loan item may request a renewal by calling CCPL at least five days before the original due date. Not all renewals will be possible because the lending library sets due dates on interlibrary loans. If the item can be renewed, the patron will be contacted as soon as possible. If the patron does not receive confirmation on a renewal, the item's original due date will stand.
6. Any Interlibrary loan returned past its due date will acquire a fine of two dollars per day.
7. Interlibrary loans that are returned without the attached CCPL label will carry a fine of two dollars.
8. The lending library will set any lost or damaged Interlibrary material charges. (Patron's account will be blocked until the Lending Library's replacement requests are satisfied.)