**INTER-LIBRARY LOAN (ILL) AGREEMENT**

Inter-library Loan (ILL) allows the Tye Preston Memorial Library (TPML) resident library card holders access to items that are not available from the Library's collection. **There is no charge for an ILL to the patron, but please keep in mind that TPML does pay mailing fees for each ILL.** To maintain our borrowing reputation with other libraries, we must ensure that we are doing our utmost to abide by the rules of each lending library.

**Please note the following before placing an ILL request:**

- Patron must have current TPML resident library card.
- Patron account must be in good standing.
- Patron must have a responsible lending history of a minimum of three months.
- Patrons are limited to FIVE requests per calendar month.
- Patrons are responsible for lost or damaged books as well as all late and/or processing fees charged by the lending library.
- We do not borrow text books or study guides.
- Please check the Library catalog before requesting materials through ILL. ILL requests for items owned by TPML will be cancelled.
- Renewals must be requested to Kim at least 7 days before due date either in person or by phone. Renewals are not guaranteed.
- ILL requests can take up to six weeks to receive.
- Once an ILL is requested, either electronically or by written request form, cancellations may not be made without speaking to a Library staff member.

**Loss of ILL privileges:**

**Due Dates:** Each lending library has set the due dates for their materials. The first and second failure to return an ILL by its due date will result in a warning. The third failure will result in a revocation of your ILL privileges.

**Failing to pick item up/check items out:** If you request an ILL on two different occasions, but fail to check the item out, you will receive a warning. The third failure to pick a requested ILL item up will result in a revocation of your ILL privileges.

If you have any questions, please contact Kim at interlibrary@tpml.org or by phone call to 830-964-3744.

I have read and agree to the above agreement.

Name: ____________________________________________ Library Card#___________
Signature: __________________________________________ Date: ______________________

10/29/2021