Keller Public Library

Interlibrary Loan Policy

Borrowing Policy

Keller cardholders may request items not held at the Keller Public Library through the Interlibrary Loan system.

1. A maximum of ten items can be on each card, including pending requests, currently borrowed items and in-transit items.
2. The patron will be contacted when the item is received.
3. After the patron is notified, items will be held for a total of ten days before being returned to the lending library.
4. Since the Keller Public Library does not loan magazines, reference materials, bestsellers, kits, or any book or material less than six months old through the ILL system, these items cannot be requested by Keller patrons.
5. Patrons who consistently abuse ILL privileges may have these privileges curtailed or revoked by the Director or Library Services Manager.
6. In order to facilitate tracking, ILL material will only be checked out to the card holder who placed the ILL request.
7. Any renewals of ILL items are at the discretion of the lending library. If not specified as “NO RENEWALS” by the lending library, the item may be renewed once for another 3 weeks. Patrons should request a renewal before the item due date.

Lending Policy

The Keller Public Library participates in Interlibrary Loan lending to other Texas libraries with the following qualifications:

1. The Keller Library will not loan magazines, reference materials, bestsellers, kits, or any book or material less than six months old.
2. The loan period for materials is six weeks, including transit time.
3. Local requests for materials take precedence over Interlibrary Loan requests.
4. Renewal is available on a case by case basis. The primary criteria for approving renewals is local requests.
5. A maximum of 100 items will be loaned by the Keller Library at any one time.
6. Lost Interlibrary Loan materials will be billed at the replacement cost of the items. The borrowing library is responsible for the payment of this fee. No Interlibrary Loan requests will be sent to the requesting library if there are outstanding fees.