

Interlibrary Loans

Interlibrary loan requests for materials from other libraries will be made only for cardholders who are residents of Orange County. Other cardholders are requested to use this service at a library in the county where they reside. To defray processing costs, a non-refundable charge of \$6 will be levied on each item at the time the request is made. Any additional charges for postage, not to exceed \$6, levied by the lending institution will be transferred to the patron. These charges will accrue whether or not the patron picks up the requested book. Some libraries charge additional fees to loan their materials. If the requested materials cannot be obtained from a library which does not charge, the request will not be filled without obtaining approval from the patron for the additional charge. The additional charge will be payable by the requesting patron in check or cash at the time the approval of the additional fee is made and before the library places the request and pays the lending library. The additional charge will be refunded if the item cannot be obtained from the planned lending library. The refund may require a county issued check and take up to two weeks.

Any item owned by the Orange County Library system may not be requested for interlibrary loan. New books (less than 1 year old) cannot be requested on interlibrary loan. Bestsellers and highly publicized books are usually not available for interlibrary loan because libraries fill their own patrons' needs first. Videos and DVDs cannot be requested on interlibrary loan. Audio books cannot be requested on interlibrary loan.

Patrons are limited to 5 interlibrary loan requests per month due to staffing levels.

The policies and procedures for interlibrary loan and loan requests will conform to the American Library Association's "Interlibrary Loan Code for the United States, 2016."

<http://www.ala.org/rusa/guidelines/interlibrary>

A sample of the interlibrary loan request form is available in the Appendix.

(Approved by the Library Board of Trustees 1/98; amended 3/2006; amended 10/2011, 2/2020;8/2022;8/2025)