



220 South Commerce Street | Natchez, MS 39120

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www.armstronglibrary.org

INTERLIBRARY LOAN SERVICES

1. Items will be requested from Loaning libraries for patrons with Library cards which do not reflect unpaid fines, fees, or overdue materials.
2. Each request is limited to three (3) items. After items have been returned another three item request may be made.
3. At present the mailing fee of \$2.00 will be waived as a Mississippi Library Commission grant is in place.
4. Please be aware that not all materials may be available for loan and that the Loaning Library may charge a fee in addition to the mailing fee for the borrowed items.
5. Once a request has been submitted to a Loaning Library, we are not responsible for the Loaning Library's response time.
6. Audio-visual items generally are not loaned and will not be requested.
7. Current items (less than a year old) are not loaned and will not be requested.
8. No more than three (3) attempts will be made to locate and obtain the requested item.
9. Borrowed items have a check-out period of three (3) weeks, unless the Loaning Library requires an earlier return date.
10. If not returned by the due date, overdue charges of \$1.00 per day will accrue.
11. Items not returned within 45 days will be considered lost and a replacement cost fee as determined by the Loaning Library will be placed on the patron's record.
12. A Library staff member will call and notify the patron when the borrowed item is available for pickup. Borrowed items will be held for no more than seven (7) days. If not picked up within that time, the item will be returned and another mailing fee will be required for a new request.
13. Patrons are responsible for insuring that the correct contact information is given when the request is made.
14. The Library assumes no responsibility for undelivered notices.