

# Cache County Library

## **Inter Library Loan Policy - Approved by Library Board July 9, 2025**

The purpose of interlibrary loan service is to obtain material not available at the Cache County Library. Library patrons may request items not currently in the collection and after review, the library will determine whether to purchase, interlibrary loan, or not to fulfill the request based on cost, availability, or incomplete information.

At this time the library can only receive Interlibrary Loans for books and DVDs. All other material types will not be considered for interlibrary loan.

- Patrons requesting an interlibrary loan must be in good standing and have had an account for three months.
- Patrons may only have three interlibrary loan requests outstanding at one time.
- Requests must have an author and title. Incomplete requests will not be fulfilled.
- It may take 3-5 weeks or even longer to fulfill a request.

If a requested item is available through our online library (Libby), the patron will be directed to use that resource before requesting an interlibrary loan. This is to help keep the cost of Interlibrary Loan services lower by using the resources we already own so we can keep providing this as a free service to our patrons.