



Interlibrary Loan Kuna Library District

The purpose of interlibrary loan (ILL) is to obtain materials that are unavailable at the Kuna Library District (KLD). The library will provide interlibrary loan (ILL) service free of charge to library card holders who are in good standings.

Eligibility:

- Individuals requesting an ILL must have a card in good standing with the KLD, with no fines.

Limitations:

- Patrons may not have more than two (2) ILL items at any one time.
- Materials published within the last year may not be requested via ILL.
- KLD borrows only from institutions located within the continental United States.
- Additional restrictions attached to materials lent by others libraries, such as “library use only,” or a short loan period, will be honored.

Submitting Requests:

- Requests can be made in person at any KLD service desk, by telephone or email at ill@kunalibrary.org.
- Individuals should be prepared to provide their library card or library card number at the time the ILL request is submitted.

Notification:

- Patrons will be notified by e-mail or telephone when the requested material is available.

Material Pickup:

- Most items will be held at the front desk reserve shelf and a signature is required.
- Unclaimed items will be returned to the lending institution after the holding period has expired.
- ILL borrowing privileges may be suspended for repeated unclaimed requests.

Loan Period:

- Loan period and renewal rights of ILL materials are determined by each lending library.
- Request to renew an ILL must be made in advance of the due date, to give the lending library time to respond.

Fines and Fees:

- Unclaimed ILL's will result in a handling fee of \$4.00 per item, to cover postage and handling costs.
- Overdue ILL materials are fined \$4.00 per item

- An item that is 15 days overdue will result in a letter being sent to inform of overdue ILL.
- An item that is 30 days overdue will result in being sent to the collection agency.
- Rights to renew ILL materials are determined by each lending library.
- When the patron signs for the ILL item he/she agrees to pay for all charges resulting from damage, loss, and late return of materials.