

**Circulation Policies
Interlibrary Loan
Center Point Public Library**

Obtaining Materials:

Requests are taken for items in book and audio format only. You can only request two items per month free of charge and subsequent received materials will have a charge of \$2.00 each for postage. No request will be guaranteed. No requests will be accepted without an established library account that is in good standing.

Receiving Items/Canceling Requests:

Interlibrary Loan items may be checked out for the period specified by the lending library. We cannot guarantee the length of the checkout period for any Interlibrary Loan request. When Interlibrary Loan items are received and processed, patrons will be notified immediately. Interlibrary Loan items will be held until the due date posted on them. Items that are not picked up by the due date will be returned to the lending library and the actual postage fee will be attached to the patron's library account.

Renewal:

Renewals cannot be guaranteed as the lending library may refuse to renew items. Patrons who wish to renew Interlibrary Loan items must call the staff at the Center Point Public Library before the due date.

Overdue Interlibrary Loan Items:

Fines for overdue Interlibrary Loan items are assessed if the lending library charges for fines. You will be notified of any fees charged by lending libraries. These fines will be charged to your account as fees. Patrons are responsible for the replacement costs of any Interlibrary Loan items that are lost or damaged.