



## **Bee Cave Public Library Interlibrary Loan Policy**

Bee Cave Public Library offers Interlibrary Loan (ILL) as a service to its patrons. Books not available at Bee Cave Public Library (BCPL) may be requested through ILL.

Requests are limited to 5 per patron at one time.

Loan periods are set by the lending library. Charges for lost, overdue, or damaged materials will be determined by the lending library.

The following types of materials may be borrowed or lent by Bee Cave Public Library through ILL:

- Books
- Large print books

Bee Cave Public Library will not borrow or loan the following types of materials:

- DVDs, CDs, or VHS
- Audiobooks
- Books on best seller lists
- Reference books
- Items of high local demand

Staff must be able to verify the author, title, and ISBN for books requested through ILL.

Patron accounts must be in good standing with no unpaid charges at BCPL and no previously lost or damaged ILL items.

Bee Cave Public Library complies with all federal copyright laws.

*Approved by Bee Cave City Council, 3/26/2024*