

## **Oklahoma Department of Corrections Guidelines for the Interlibrary Loan Program**

Due to limited funding and size of collection, it is not always possible to have the titles requested by the patrons of the ODOC library. In an effort to meet the needs of these patrons, an Interlibrary Loan program is available. The following guidelines are in place so that the library supervisor can assure the lending library that borrowed books will be returned in good condition and in a timely manner.

- The ODOC Library System has agreed to provide interlibrary loan books for facility libraries. The library supervisor will request titles via the online library catalog and pick up or receive through mail.
- An inmate wishing to borrow through the system will sign the "Interlibrary Loan Agreement" (Attachment A) and be in good standing\* with the library and facility.

\* The inmate will have been at facility at least six months, will sign the "Interlibrary Loan Agreement", and will have established a good borrowing history of returning books on time and in good condition.

- The borrower will have enough funds in their account to cover the cost of the book in the event the book is lost, damaged or destroyed. If possible, the borrower will be notified of the replacement cost of the book before the book is ordered. Additionally, the borrower will pay the cost of mailing.
- Each patron is limited to one interlibrary loan title in their possession at one time. Each patron is allowed two interlibrary loan requests per month. The library supervisor may choose to process a maximum of 25 requests per month.
- Requests for current bestsellers will not be processed because there are already waiting lists for these titles at the lending library.
- Requests for titles already in the library collection will not be processed.
- Only those books, which meet the criteria for content as outlined in OP-030116 and suitable for the collection at ODOC libraries may be borrowed through interlibrary loan. Prohibited materials specified in section V. of OP-030116 may not be requested.
- All interlibrary loan requests will be given to the library supervisor in person. Requests received otherwise will not be processed. Books will be returned directly to the staff library supervisor.
- The library supervisor reserves the right to require a borrower to use the requested book in the library only.

**ALL interlibrary loan requests will be filled at the discretion of the library supervisor.**