

Policy 2.9: Requesting and Holding Items

Approved and Adopted by Board of Trustees December 11, 2025

- A. Many items are available for loan from other libraries when sufficient verification of the bibliographic data (author, title, year of publication, etc.) is provided and if the lending library is willing to loan the material.
- B. A patron may request up to 10 items at a time with their library card.
- C. Due dates, fees, restrictions on use, and charges for loss or damage are determined by the lending library.
- D. Items belonging to other libraries or items not catalogued by the Library may have different overdue procedures and costs.
- E. Branch library staff shall notify a borrower **within one branch library business day when an interlibrary loan item is received and available for pickup.**
- F. Per the Valley Library Consortium policy, all items shall be **held for a borrower for seven (7) calendar days from the day the item arrives only.** If not picked up after seven calendar days, the item **must** be returned to the lending library.
- G. All MeLCat interlibrary loan requests and the use of materials obtained through MeLCat are subject to established MeLCat loan guidelines, policies and agreements. MeLCat Resource Sharing Policies are available in [Appendix G: MeLCat Resource Sharing Policies](#) or by visiting
 - a. <https://www.mcls.org/mel/melcat/policies-and-procedures/resource-sharing-policies/>
- H. Patrons utilizing MeLCat service may request up to 50 items per State policy.