

Interlibrary Loan

The Bristol Public Library and Avoca Branch Library are both part of the Organization of Watauga Libraries (OWL). The libraries in this consortium will loan books to all member libraries, with a few exceptions. If you need a book not available through OWL, the library staff will be glad to try to borrow a book for you from other sources. Please note the following:

Interlibrary Loan (ILL) Policy

1. A maximum of 5 requests at any time.
2. In general, libraries will NOT loan
 - New items
 - Bound periodicals (magazines), though we may be able to request photocopies; fees would depend on the loaning library
 - DVDs, VHS, CDs (including books on CD), or other audiovisual material
 - Special Collections (genealogy, reference, local history, etc.)
3. Patrons must have a library card and be in good standing with the library. The library will not process ILL requests for patrons with overdue ILL materials or with accounts over the maximum BPL fine limit.
4. ILL materials must be returned by their due date to avoid late charges. ILL items are not renewable. Books borrowed from libraries outside our system must be returned promptly so the libraries will loan to us in the future. Therefore overdue fees on these books are \$1 per day, capped at \$20/item.
5. Copyright laws apply to all interlibrary loans.

Fee Policy

1. Failure to pick up an item will result in a \$1 fee.
2. Postage Fees: If the ILL comes via a fee based service (U.S. Postal Service, UPS, etc.), the patron will be responsible for return postage fees. The current minimum USPS postage fee is \$2.50. Fees are payable after item arrives.
3. Lending Library Fees: The library will always try to borrow items from libraries that lend free of charge. If a free source is not available, the patron will be required to pay the charges. The patron will be notified and given opportunity to decline the requested materials and the lending library fees.
4. If you fail to pick up the ILL, you will still be charged for the postage as well as the \$1 failure to pick up fee. Repeat failures to pick up ILL items will result in suspension of ILL privileges.

If you have any questions, please feel free to ask.

If there is an item you wish to request on ILL, please fill out the following form, and either bring it to the library or email it to ILL@bristol-library.org with "Interlibrary Loan" as the subject.

BPL Inter-Library Loan Book Request

Name: _____ (required)

Date _____ (required)

*Phone: _____

*E-mail: _____

(*Choose your preferred method of contact.)

Library Card #: _____ (required)

Item Not Needed After: _____ (optional)

I have read and understand the ILL policy and fees _____ (initial) (required)

Note: Please fill in all the above information. One item per request form, please. Failure to fill out the form completely or illegible writing may result in a delay of your request.

Book Request

Book Title (required):

Author (required):

Publisher (desired):

Publication Date, Edition or ISBN (desired): _____