

NEW MEXICO HIGHLANDS UNIVERSITY

THOMAS C. DONNELLY LIBRARY

POLICY STATEMENT


INTERLIBRARY LOAN DIVISION
Overdue Material for Interlibrary Loan Service

A \$10 fee will be charged to the patron for each item returned more than two weeks late which has been borrowed from other libraries for NMHU patrons.

This fee is being charged as a way to encourage patrons to return material on time for the benefit of all patrons. Although we send numerous notices, there is no penalty for patrons who return items late, so they tend to keep them indefinitely. When material is not returned on time, there is a greater chance that it will not be returned at all. When Interlibrary Loan material is returned late, we run the risk of losing our borrowing privileges with other libraries. We depend on ILL to provide material to students, faculty and staff, which we cannot afford to purchase.

Another reason for a fee is that processing overdue material is a time consuming task. We often telephone patrons, look up the price of material, type and mail final notices, and contact the lending library regarding their invoicing procedures.

Approved by:



Ruben F. Aragon
Director, Library Services
Date: 6/27/2014