

**Latah County Library District  
Administrative Policy  
Approved 9/21/2004; Reviewed January 2006**

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**4. CIRCULATION AND PATRON RELATIONS**

**4.6 Interlibrary Loan**

The Library encourages the use of interlibrary loan to fill requests for materials not available in the Latah County Library District.

The Library reserves the right to determine the amount of interlibrary loan activity, based on the availability of resources, such as personnel.

Latah County Library District will not charge for interlibrary loan requests. Any charges imposed by the lending library, either for the interlibrary loan transaction itself, for photocopying or fax services rendered, for return postage fees requested, or for any other monies charged, will be assessed to the patron requesting the interlibrary loan service.