### USE OF FACILITY

Revised 10-30-19

**BULLETIN BOARDS AND DISPLAYS:**

 Space permitting, the Library will post announcements of the cultural activities of the community and public announcements of general interest to the community.

 The following guidelines apply:

1. Posters, notices, etc. should be submitted to the Director for approval.
2. Posters and notices with printed price charge may be accepted, but not those announcing events of a strictly commercial character.
3. In the field of education, announcement of courses given by educational institutions or sponsored by recognized community groups may be accepted, but not those publicizing courses by individual teachers or private firms.
4. Announcements concerning group religious activities may be accepted.
5. The Library will not act as a distribution center for free materials nor act as an agent to sell any type of commercial or political material no matter how worthy the cause.
6. Material of a political nature will not be displayed in the Library. Exceptions would be materials of a non-partisan nature that educate the public on bond issues, tax levies, etc.
7. Posting of notices and distribution of material does not imply endorsement.
8. In all instances the Library reserves the right to refuse any announcement it considers too commercial or in bad taste.

**MEETING SPACE:**

 No admission charge is permitted for classes, workshops, seminars, etc. A fee may be charged for supplies.

 An instructor is prohibited from promoting a particular store or product.

**PROGRAMS:**

 Any programs presented by the Library shall be open to the public with contact and scheduling at the discretion of the Library Director.

**Interlibrary Loan (ILL)**

**INTERLIBRARY LOAN (ILL)**

Purpose: Due to limited budget and shelving space, the Mitchellville Public Library does not own all materials that are requested by our patrons. Interlibrary loan (ILL) is used to obtain from other libraries those materials that are beyond the scope of our collection. b. Borrowing from other libraries: The Mitchellville Public Library charges $3.00 per item for patrons to use the ILL service. This helps us offset shipping costs. The patron will be notified of the charge before the material is borrowed. The charge will be posted to the user's account if the item is ordered but not picked up by the due date. -Checkout periods for ILL items are set by the loaning library, and are usually two weeks. On occasion, the Mitchellville Public Library may receive permission from the loaning library to extend a due date. -A patron may have only (2) active ILL requests at one time. Books published within 6 months are not eligible for interlibrary loan. Those books will be considered for purchase by the library's selectors. -Interlibrary loan privileges may be suspended if: -a patron habitually requests titles and does not pick them up; -materials are misused; or -materials are returned late. c. Interlibrary loan for Book clubs: Mitchellville Public Library offers a special interlibrary loan (ILL) service for local book clubs. The Library will request multiple copies of books from other libraries in order to provide book clubs with the number of copies they need. -Multiple copies of books are available to book clubs if: -the books are at least 1-year-old, and -the books are not current bestsellers. -Occasionally, due to circumstances beyond our control, the Library is unable to fill a request. If this occurs, the Library staff will work with the book club to try to find an alternate title. -Only book club members with a Mitchellville Public Library card may check out books through this program, due to interlibrary loan rules. -Some multiple copy book club sets are available from Iowa libraries and include discussion questions. Book clubs are encouraged to choose titles that are included in the Multiple Copies List. The list is available here: http://www.statelibraryofiowa.org/ld/kp/multiple-copies. -Book clubs should designate a contact person for the book club, who will contact the Library with the titles and dates of the book discussions. -ILL requests should be made at least 5 weeks before the book club meeting. With sufficient advance notice, the Library will order the books so that they will be available approximately 4 weeks prior to the book club meeting. Book club members are responsible for returning the books on time, renewing items, or paying the overdue fines. d. Lending to other libraries: The Mitchellville Public Library endeavors to extend Interlibrary Loan services to all public, governmental and academic libraries. Other libraries may submit requests which will be evaluated on a case-by-case basis. -All individuals not holding a current Mitchellville Public Library card who wish to borrow an item from our collection must initiate their request through another library as an Interlibrary Loan request. -What can be borrowed – All library materials available for checkout to regular patrons are eligible for ILL with the following exceptions: reference materials, newspapers, genealogy materials, e-books, art prints, electronic equipment. -The Library will not provide loans to other libraries of high demand material if local patrons have outstanding hold requests for those items. -Requests must be submitted through the SILO Interlibrary Loan system and must be initiated by an Open Access participating library. Rush requests are accommodated only as time and staffing permit. The library will provide quick turnaround on most requests, usually responding within three (3) business days. Items commonly will be loaned for one month.

This allows for transit time. Requests for extended due dates will be considered on an item-by-item basis. -Lost, damaged or stolen Interlibrary Loan materials are subject to the Mitchellville Public Library rules and regulations. Upon notice that an item cannot be returned, Mitchellville Public Library staff will provide the borrowing library with the charge for that material. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrowing library.