Interlibrary Loan Terms & Conditions

1. Service Overview

Our interloan service enables library members to access books, articles, and other resources that are not available within Waimakariri Library's collection.

2. Eligibility

2.1 The service is available to registered Waimakariri Library members.

3. Requests

3.1 Members may request items not held by Waimakariri Libraries.

3.2 Before processing an interloan request, we may assess whether the requested item should be purchased for the library's collection instead.

3.3 Items already held by the library will not normally be supplied through the interloan service unless an alternative format is required.

3.4 Waimakariri Libraries reserves the right to decline any request where:

- The item cannot be obtained within a reasonable timeframe or cost
- The lending institution does not make it available to loan
- The item falls outside the scope of the Library’s Collection Policy
- The requested format or content is unsuitable for interloan

4. Charges

4.1 Interlibrary loans are a value-added service and incur a fee of $12 or more.

4.2 Applicable charges will be advised at the time of the request or before processing where additional costs apply.

4.3 Charges are generally non-refundable once a request has been processed, including where a member chooses not to collect the item after it has been supplied.

5. Supply and Collection

5.1 The Library will make reasonable efforts to obtain requested materials but cannot guarantee availability.

5.2 Members will be notified when materials are available for collection.

5.3 If an item is not collected within the specified collection period, it may be returned to the supplying library. Applicable charges may still apply.

6. Loan Conditions

6.1 Loan periods and conditions are determined by the lending library and may differ from Waimakariri Library's standard borrowing conditions.

6.2 A member may request one renewal of an item before the due date. A request for renewal is forwarded to the lending library, and it is at their discretion that a renewal is granted. Waimakariri Libraries cannot guarantee renewals, and if it is not granted, the item must be returned by the due date.

7. Member Responsibilities

7.1 Members are responsible for all interloan materials issued to their account.

7.2 Materials must be returned by the due date and in the same condition in which they were supplied.

7.3 Members must comply with any conditions imposed by the lending library, including restrictions on copying and scanning.

7.4 Members are liable for all costs associated with lost or damaged interloan materials. Charges may include replacement costs, processing fees, and any fees imposed by the lending library.

8. Service Limitations

8.1 Waimakariri Libraries cannot guarantee that all requested materials can be supplied.

8.2 Delivery times are estimates only and may vary depending on the supplying institution.

9. Acceptance

By submitting an interlibrary loan request, members acknowledge that they have read, understood, and agree to comply with these Terms and Conditions.