



**BERTRAM
LIBRARY**

JOANN COLE MITTE MEMORIAL LIBRARY

COLLECTION POLICY

Interlibrary Loan Policy

Cost of postage will be charged to patrons for each Interlibrary loan item which must be returned to the lending library by mail. If the lending library requests postage reimbursement for sending the item to and/or requests that the item be insured when returned to them, then these additional expenses will be passed along to the patron. All postage costs **MUST BE PAID** by the patron. Interlibrary loans must be placed by adult patrons.