

### **Lost and Damaged Items Policy for Interlibrary Loan (ILL)**

The requesting library is responsible for the return of the item to the owning library. The requesting library must follow its overdue procedures, which should include at least two notices or phone calls to the borrower with the overdue ILL materials. The requesting library will provide status reports to the owning library upon request.

*Approved by Advisory Council 5 April 2017*  
*Approved by Governing Board 19 April 2017*