

Prompt billing for intra-Minerva inter-library loaned items

Libraries within the Minerva Consortium are obligated to inform a Minerva patron's home library within 14 calendar days when an inter-library loaned item has reached the status of billed (20 days overdue). A copy of the patron's bill, either physical or electronic, must be sent to the primary circulation contact of the borrowing library. **Neither physical copies of bills nor payment for bills may be sent through the van delivery service.**

If the item remains unreturned after 45 calendar days from the due date, the owning library may then bill the borrowing library directly for the **replacement cost** of the item (**no processing or other fees**) at which point the borrowing library becomes responsible for payment of the bill to the owning library. This payment should occur within a one-month period. It is permissible to negotiate paying market price or supplying a replacement copy in lieu of payment but any such change to the supplied bill is at the discretion of the owning library. However, it is not permissible to charge either the patron or the borrowing library more than the list price of the interlibrary-loaned item. Processing or other fees are prohibited.

If the owning library does not notify the patron's library within 14 calendar days of when an inter-library loaned item has reached the status of billed (20 days overdue) the patron's library is not obligated to pay the bill.

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