



24 N. Reading Ave.
Boyertown, PA 19512
boyertowncl@berks.lib.pa.us

610-369-0496

How to Get an Interlibrary Loan (ILL)

What is an Interlibrary Loan? (ILL)

An Interlibrary Loan is the process by which a library requests material from, or supplies material to, another library. Interlibrary Loan encompasses transactions among libraries not under the same administration, system or school district.

The BCL staff will make every effort to utilize the resources of its own library before resorting to Interlibrary Loan. Therefore, in compliance with the Pennsylvania Interlibrary Loan Code (revised October 2010), the Boyertown Community Library will not request materials that are part of its own collection or that of other Berks County Public Libraries, through Interlibrary Loan.

Who can request an ILL?

Residents of Berks County who are patrons in good standing of any Berks County library may request materials through the ILL service. Non-Berks County residents should request ILL materials from their home library.

How much does it cost to borrow items through ILL?

Every effort will be made to obtain requested materials at no cost to our patrons from other libraries. However, there may be a fee charged to the patron for an ILL item if charged by the lending library. These charges are most often for medical, scientific, or technical works and generally range from **\$10.00 to \$50.00**. The patron will be notified of the potential fee before the item is accepted. Patrons returning Interlibrary Loan items after the due date will incur a fine of **50 cents per day**. Reimbursement for lost ILL items will be subject to the policies of the lending library

What are the limitations of Inter-library Loans?

Patrons are limited to 5 ILL requests at any given time.

The following items may not be requested through Interlibrary Loan:

- Best Sellers and newly published titles and audiovisual items (published within 12 months).
- Materials owned within the Berks County Public Library System.
- Whole issues of periodicals. Specific articles may be requested for photocopy at no charge and subject to copyright restrictions.
- Other materials that a lending library classifies as non-circulating, such as old and rare books, genealogical works, and reference works.
- Electronic resources and licensed computer software.
- Large/oversized volumes of multiple volume sets.

How long does it take to get an item and what is the loan period?

- Please allow 7-10 business days if the requested item is found within the state of PA and is available for shipping by the lending library.
- Please allow 2-3 weeks if the requested item is being shipped from an out of state library.
- Items will have a loan period of 6 weeks unless otherwise noted. Renewals are subject to approval by the lending library. Audiovisual items are always non-renewable.

COPYRIGHT LAW GUIDELINES (section 108(g)(2) permit a requesting library to receive five articles annually from a single journal title. It prohibits systematic photocopying of copyrighted materials but permits interlibrary loan arrangements that do not have as their purpose “that the library receiving such copies for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.”

CONFIDENTIALITY: As with the circulation records of libraries, Interlibrary Loan requests are held in the strictest confidence.

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