

## Schuylkill Valley Community Library Interlibrary Loan Policy & Guidelines

- I. Definition and Scope of Interlibrary Loan (ILL).
  - A. Interlibrary Loans are made when one library loans materials to another library outside the Berks County library system.
  - B. Materials also include the provision of photocopies in accordance with United States copyright laws.
- II. Who May Use Interlibrary Loan?
  - A. Any patron of the Schuylkill Valley Community Library in good standing may request materials through the ILL services.
  - B. Each patron may order up to 10 titles at a time.
  - C. For each title or subject requested, there may be a nominal charge to the patron if charged by the lending library. These charges are most often for medical, scientific, or technical works and generally range from \$8.00 to \$10.00. For routine ILL requests, there are no charges.
  - D. Once a requested item has arrived, the item will be checked out to the requesting patron. The patron will be notified by phone and/or e-mail.
  - E. Due to the expense of ILL, we will not request the same title a second time for a patron who did not pick up the item when it arrived the first time.
- III. Limitations of Interlibrary Loan
  - A. There are certain types of books that we cannot get through ILL.
    1. New books from the current year.
    2. Whole issues of periodicals. Specific articles may be requested for photocopy.
    3. Old and rare books, genealogical works, and reference works.
- IV. Lending Policies
  - A. Schuylkill Valley Community Library will lend books directly to other libraries through requests received via Access PA or the Reading District Library Center.
  - B. Materials will be loaned for a period of one month. These may be renewed for another month if they are not on reserve for a local library patron.
  - C. As a general matter, new materials shall be retained in the library for up to 6 months, with exceptions as determined by the Library Director.
  - D. Magazines will not be loaned to other libraries.
- V. Overdue Fines
  - A. Schuylkill Valley Community Library will charge .50 cents per day overdue fines for interlibrary loan items. Books loaned to other libraries will be subject to their overdue policies.
  - B. Schuylkill Valley Community Library is responsible for materials borrowed for their patrons. Cost of lost or damaged materials will be passed on to the patron. These costs are determined by the lending library.
  - C. Materials lost or damaged on loan to other libraries will be subject to Schuylkill Valley Community Library replacement policies.

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Erica Burch, President

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Kelly Ruth, Secretary

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