Inter-Library Loan Policy

Brandywine Community Library
Policy Updated: 10/24/24

Inter-library Loans (ILL) are loans of library materials made between the Brandywine Community Library (BCL) and another library outside of Berks County. Materials also include the provision of photocopies in accordance with United States copyright laws. The BCL staff will make every effort to utilize the resources of its own library and Berks County Public Libraries before resorting to Inter-library Loan. Therefore, in compliance with the Pennsylvania Interlibrary Loan Guidelines 2011, BCL will not request materials that are part of its own collection or that of other Berks County Public Libraries, through Inter-library Loan.

Borrowing Privileges

- Berks County Public Library patrons in good standing are eligible for Interlibrary loan.
- Patrons attending an institution of higher learning must request ILL from the school they attend.
- Patrons from outside Berks County must request ILL from their home library.
- No more than 5 ILL requests may be on a patron's record at a time.
- Upon receipt, individuals are responsible for the safety and proper handling of their ILL materials.
- Patrons will be held financially responsible for damage to or loss of Interlibrary Loan items. Continued disregard of due dates, accumulated fines and the mishandling of ILL materials are sufficient reasons for suspension of Interlibrary Loan borrowing privileges.

To Request ILLs

The request must include:

- Title of item
- Format desired (book, DVD, etc)
- Published year
- Author or Publisher
- Patron name and date

A patron may make a request by:

- Calling 610.682.7115
- Dropping it off in writing at the front desk
- Emailing bcl@brandywinelinelibrary.org or director@brandywinelibrary.org

Limitations

The following items will not be requested through Interlibrary Loan:

- Best sellers and newly published titles (within 12 months)
- Materials owned locally (available within the Berks County Public Library System)
- Newly released or popular audio-visual items (within 12 months)
- Rare books (special collection materials and archival items)
- Textbooks or course materials needed longer than 4 weeks (In Library Use Only)
- Electronic books or licensed computer software data files

- Reference materials
- Periodicals and journals (full issues/bound issues)
- Mass market paperbacks
- Large/oversized volumes or multiple volume sets should not be requested through ILL, if it can be avoided. This type of material is difficult to obtain and expensive to ship.

Fees

- Every effort will be made to obtain requested materials at no cost to our patrons from other libraries. Occasionally, however, a lending library will charge a lending fee ranging from $10.00 to $50.00. Since lending fees are passed on the patron, the BCL will reach out to the patron if there are lending fees to see if the patron is willing to pay for a requested item.
- A $5.00 Administrative Fee will be charge for ILL items not picked up by the date specified.
- Patrons returning ILL items after the due date will incur a fine of $1.00 a day.
- Patrons will be charged all fees assigned by the lending library for lost or damaged materials.

Lending and Borrowing

BCL generally allows 14-21 business days to receive an item if the requested ILL item is found and is available for shipping by the lending library.

Due dates for ILL items are determined by the lending libraries, not the Brandywine Community Library. Most libraries will lend an item for 2 to 4 weeks. It should be noted that only one (1) renewal can be given on an Interlibrary Loan book, if applicable. Audio-Visual materials may not be renewed. If a renewal is wanted, the patron must contact BCL 3 days before the due date and BCL will reach out to the lending library to see if a renewal is possible.

ILL items must be returned to the Brandywine Community Library.

Journal Articles

Copyright Law Guidelines (section 108g)(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, Inter-library Loan requests are held in the strictest confidence.