



Mifflin Community Library

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POLICY

INTERLIBRARY LOAN Effective December 2, 2015

1) Definition

Interlibrary loans (ILL) are made when one library loans materials to another library. These items may include books, videos/DVD's, music and photocopies that are made in accordance with the United States copyright law. At Mifflin Community Library (MCL), interlibrary loan refers to items borrowed from libraries other than members of Berks County Public Libraries (BCPL). Items borrowed from other BCPL libraries are considered intralibrary loans.

The Mifflin Community Library has endorsed the 2011 Pennsylvania Interlibrary Loan Code and adheres to the policies and procedures as outlined in the 2011 Pennsylvania Interlibrary Loan Procedures Manual, as with the circulation records of libraries, Interlibrary Loan requests are confidential.

2) ILL Use

- Any patron who has a Berks County Library card and is in good standing may request materials through ILL.
- For each title or subject requested, there may be a nominal charge to the patron if a charge is issued by the lending library. These charges are most often for photocopy fees or for medical, scientific, or technical works. There is generally no charge for routine ILL requests (provided items are returned on the due date).
- Once a requested item has arrived, the patron has one week to pick up the item after being notified by phone by MCL, or the item will be returned to the lending library.
- All ILL materials will be loaned for a period of approximately one month and may or may not be renewed (due dates and renewals are determined by the lending library). Even if an ILL item is renewable, it cannot be renewed if it is already more than 2 days overdue at the time of the renewal request.
- All ILL items are identified with a yellow or pink strap on the front cover. It is imperative that this strap is returned with the item.

3) Limitations

There are certain items that are restricted from ILL borrowing. These include:

- New books and bestsellers published less than 12 months ago. (*Please request for purchase at MCL if a popular title.*)
- Items owned by MCL
- Whole issues of periodicals. (*Photocopies of specific articles may be requested - in accordance with the U.S. copyright laws.*)

- Dissertations from the granting institution
- Reference books, old or rare books, and genealogical works.
- School / course materials
- Licensed computer software data files

4) **Overdue Fines, Damaged or Lost ILL Items**

- MCL will charge an overdue fine of \$1.00 per day per item for ILL items (with a maximum fine of \$25.00) for items borrowed outside of Berks County for MCL patrons.
- If an ILL book is damaged, the borrowing patron is responsible for paying whatever price is determined by the lending library (payable to the lending library and submitted to MCL).
- If an ILL item is lost, the borrowing patron is responsible for paying whatever replacement cost and processing fee is determined by the lending library (payable to the lending library and submitted to MCL).