



## **INTERLIBRARY LOAN POLICY**

### **Definition**

Interlibrary loans (ILL) are those loans made by one library to another. Collection materials loaned in this manner may include photocopies produced in accordance with the United States copyright laws.

### **Service Availability**

- Any member of the Bernville Area Community Library in good standing may request materials through ILL services when such materials are not in the Bernville collection.
- Up to ten titles may be requested at one time.
- Once an ILL item is received by the Bernville Library, the item should be picked up by the member requesting it as soon as possible.
- If the material is not picked up in a timely manner, it will be sent back to the lending library
- Items that have a charge for borrowing from the lending library will not be filled. The library will not incur costs to borrow items.

### **Limitations to ILL service**

The following types of materials which are generally not available through ILL:

- New books and current year best sellers
- Entire issues of periodicals; specific articles may be requested for photocopy
- Old and rare books, genealogical works, reference works, ect.

### **ILL Lending Policies**

The Bernville Library will lend available materials directly to other libraries as requested, except for those listed below:

- Current best sellers and other high demand materials
- Local history books; although members of other libraries are welcome to use our reference collection in the library
- Magazines, articles will be photocopied upon request at no charge, subject to copyright restrictions

Materials will be loaned for a period of four weeks and may be renewed for another four if they have not been reserved by a local library member.

### **Overdue fines and replacement costs**

Overdue fines charged for ILL materials is \$.50 per day per item. Materials loaned to libraries outside the system will be subject to their overdue policies.

ILL materials lost by Bernville Library members will be subject to replacement costs by that member. Materials lost on loan to other libraries will be subject to the borrowing library's policies.

Adopted: December 2020



BERNVILLE AREA  
COMMUNITY LIBRARY