

## Bucks County Public Library

**Circulation Services**

## INTER-LIBRARY LOAN

**Policy Statement**

Bucks County public libraries allow users to request material that is not owned by a Bucks County public library. This allows the library to offer wider access to materials while remaining within its financial constraints. As a condition of acceptance of funding from the Commonwealth of Pennsylvania, the library does not charge a fee for placing an interlibrary loan request.

**Regulations**

There is no fee for placing an interlibrary loan (ILL) request.

If the item requested fits the collection development policy of the library, a copy may be purchased. If the material is not purchased, the ILL department will attempt to borrow the item from a library outside the Bucks County public libraries.

ILL staff will not borrow material from libraries charging a fee unless the item is not available for free from any other source. If the item is only available from an institution charging a fee, the ILL staff will procure it if the user agrees to pay the fee.

Interlibrary loan material circulates for 2 weeks.

Library staff will notify the user by phone when the item is available for pickup.

Some items may be eligible for renewal. If the user requests a renewal, library staff must check with ILL department staff to see if the lending library will permit an additional 2 week loan period. If ILL staff is not immediately available or is unable to contact the lending library, the user will be allowed to renew the item with the understanding that the item is subject to recall if the lending library refuses the renewal request.

The lending library's borrowing policies and procedures are followed if they differ from those of the Bucks County library requesting the material.

Adopted by the Board of Directors January 20, 2009