

Bucks County Library System

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, library staff will attempt to borrow the item from a library outside the Bucks County public libraries.

Library 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, library 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 via email when the item is available for pickup.

Some items may be eligible for renewal. If the user requests a renewal, library staff must check OCLC to see if the lending library allows renewals. Once a renewal is requested via OCLC, 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
Revised November 14, 2017