

Bucks County Free Library

Circulation Services

Inter-Library Loan Policy

Policy Statement

Library users may request to borrow print materials that are not owned by any Bucks County District member 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 generally does not charge fees for placing interlibrary loan requests.

Regulations

There is no fee for placing an interlibrary loan (ILL) request. ILL requests can be made by any Bucks County resident with a library card in good standing. ILL requests can be made through the Suggest A Purchase form online, by phone, or in person at a Bucks County District member library.

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 Library District.

Only print material that is older than 6 months is available for ILL requests. Test prep and oversized books cannot be requested through ILL. Some items may be designated as in-library-use only based on age, condition, or lending library policy.

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 attempt to procure it if the user agrees to pay the fee.

Interlibrary loan material circulates for 2 weeks. Users can have 5 ILL requests checked out at a time.

Users will be notified via email when the item is available for pickup. The average time to receive an ILL is 3 to 4 weeks after the item has been requested.

Some items may be eligible for renewal. If the user requests a renewal, library staff must check OCLC WorldShare to see if the lending library allows renewals. Once a renewal is

requested via OCLC WorldShare, 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 District member library requesting the material.

If an ILL item is returned late, the user will accrue overdue fines. See the Fines and Fees Schedule for fine rates.

If an ILL item is lost, damaged, or stolen a \$100 fee will be placed on the user's account until an invoice is retrieved from the lending library. The user must pay the lending library's replacement cost and any fees charged by the lending library for lost or damaged items. Replacement copies are not accepted for lost or damaged items.

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copyright.gov/title17

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