



## New Castle Public Library's Interlibrary Loan (ILL) Policy

- You may have a maximum of two (2) ILL items borrowed at one time.
- You will be notified in advance of any fees required by the lending library prior to the request being placed.
- You will be notified via telephone when materials are available so please verify we have your current phone number on your library account.
- You must pick-up your ILL materials within 7 days of being notified; if ILL materials are not picked up within this time period, the items will be returned to the lending library and a \$3.00 processing charge will be added to your library account.
- ILL materials will be loaned for three weeks unless the lending library specifies otherwise.
- All ILL documentation found in/on the loaned item must be returned with the item; if documentation is not returned, a \$1.00 charge will be added to your library account.
- All ILL renewal requests must be placed three (3) days prior to the item's due date since the lending library must approve the renewal request. To request a renewal, please call 724-658-6659 x101.
- In compliance with the Pennsylvania Interlibrary Loan Guidelines of 2011, we will not request materials that fall into the following categories:
  - Current bestsellers
  - Materials published within the past six (6) months
  - Multiple copies of the same title
  - Titles owned by New Castle Public Library, unless long overdue, lost, or missing
  - Whole issues and/or volumes of periodicals and journals (requests for photocopies of articles are permitted)
  - Licensed computer software data files
  - eBooks, eAudio, eVideos, eMusic
  - Rare or valuable materials
- The lending policies of the New Castle Public Library regarding overdue, damaged, or lost materials also apply to ILL materials. In addition, the policies of the lending library may, in the case of loss or damage, result in additional charges to the borrower.
- ILL is a privilege, not a right. Please be good stewards of borrowed materials, return items on time, and adhere to the ILL policies and procedures. Repeat violations of procedures may result in suspension of ILL privileges.