



## Dauphin County Library System Interlibrary Loan Policy

### Definition

Interlibrary loan (ILL) is the process by which a library requests material from, or supplies material to, another library, at the request of patrons. The Dauphin County Library System actively promotes cooperation with other libraries to meet the needs of the community, and adheres to the 2011 Pennsylvania Interlibrary Loan Guidelines. If we do not have certain materials requested by our patrons, we will attempt to obtain them through interlibrary loan. We will also lend certain, defined materials to other libraries, upon their request.

### Purpose

The purpose of interlibrary loan is to obtain materials not available in the Dauphin County Library System's collection or in the Capital Area Library District. (The District Loan Policy [Appendix A] covers the Library's guidelines for borrowing and lending within the district.)

We reserve the right to purchase items instead of borrowing from other libraries. DCLS will not request any materials already contained in its own collection. This includes items on loan to patrons and reference or other non-circulating materials.

### Scope

- The ILL service is available to anyone with a valid DCLS library card in good standing. Click on: [Dauphin County online library card application](#) to apply for library card through the website
- Accounts with over \$45.00 in fines or fees must be settled before requests will be processed.
- Requests are limited to five per patron per month if the item(s) needs to be obtained outside the Capital Area Library District

DCLS will not borrow the following items:

- Journals/magazines – full issues
- Titles newly published in the last six months\* (this does not include a reprint or new edition of an old title)
- Textbooks and course materials
- Rare books, genealogical and archival materials (Photocopies may be available and there may be a fee, but whole materials will not be borrowed.)
- Non-circulating materials\*
- Obsolete formats\*
- Videogames, computer software, etc.
- Feature films, except from Pennsylvania libraries
- Multiple copies – one item per request and one copy per patron

DCLS will not lend the following items:

- Journals/magazines – full issues
- Titles newly published in the last six months\*
- Textbooks and course materials
- Genealogical materials (Photocopies may be available for a fee, but whole materials will not be lent.)
- Non-circulating materials\*
- Obsolete formats\*
- Feature films, except to Pennsylvania libraries
- Multiple copies of the same item to one borrower

\*exceptions at discretion of the ILL Technician

General Guidelines:

1. Some materials will be available for in-library use only, at the discretion of library staff (The ILL Clerk or the staff at the pick-up location).
2. If the lending library charges to insure an item, the patron will be assessed a 10.00 fee.
3. A maximum, one-time renewal period of one week will be granted if the item is not overdue and the lending library permits renewals. If the item is overdue, no renewal is allowed. There are no exceptions to this rule.
4. If an item is not returned, the borrower will be charged the total cost as determined by the lending library. This will entail contacting the lending library, so the price may not be immediately available. DCLS will pay the lending library for the item 60 days after the due date, if it has not been returned. If DCLS pays the lending library for the book, there will be no refund to the patron for the price of the book, should it be found and returned. The patron may keep the book and the charge will remain on his/her account.
5. Once an item is returned, it may be borrowed again after 30 days.

## Appendix A – District Loan Policy

### Definition

District loans are those made within the Capital Area Library District. As the District Center, DCLS actively promotes cooperation with other district libraries to meet the needs of the local community.

### Scope

- The district loan service is available to anyone with a valid DCLS library card in good standing. (Link to form to apply for library card)
- Accounts with over \$45.00 in fines or fees must be settled before requests will be processed.
- There are no limits on the number of requests.

Board approved 12/18/2012, revised July 2013