

# Interlibrary Loan Policy

Interlibrary loan (ILL) services allow patrons to obtain material from other libraries when such items are not available at the Marie Fleche Memorial Library. This service of sharing items between libraries supports the mission of the library by providing enhanced access to library materials and information.

As a member of **JerseyCat**, the free statewide interlibrary loan program, the Marie Fleche Memorial Library can borrow books and other materials, and obtain photocopies from participating New Jersey libraries.

## **Borrowing**

### Eligibility

Only patrons in good standing with a valid library card can request material on interlibrary loan

### Types of Material

Books, audiobooks, CDs, DVDs may be requested using interlibrary loan, however it is up to the discretion of the lending institution as to what types of material can be borrowed or lent.

The following items **cannot** be requested through interlibrary loan: textbooks, graphic novels, periodicals, newspapers, reference books, CDs or any items the library owns.

### Requests

A patron may ask to borrow four (4) items at a time. All interlibrary loan requests must be made at the Circulation Desk or on the Library's home page through the JerseyCat database. On average it can take anywhere from 2-6 weeks to get an item on ILL.

### Loan Period

Loan periods are determined by the lending library; however items are generally loaned to patrons for two (2) weeks. Items can be renewed once if the lending library approves.

### Overdue and Lost Charges

Overdue fines for interlibrary loans are \$0.25 per day, per item with a maximum of \$10.00 per item. Replacement costs for lost or damaged materials are determined by the lending institution and are the responsibility of the borrower.

### Notification, Pick-up, and Returns

Patrons will be notified by telephone or email when their materials arrive at the library. You will have 5 days to pick up the item. At the end of the loan period return the item to the Circulation Desk. Do not return the items in the Book drop.

## **Lending**

The Marie Fleche Memorial Library participates in lending materials to other institutions in the JerseyCat system.

### Types of Materials

Books, audiobooks and DVDs, except those published within the last year, are available for interlibrary loan. The following materials will not be eligible for interlibrary loan: reference materials, periodicals, newspapers, graphic novels, and local historical material.

### Loan Period

The loan period will be four (4) weeks. This allows transit time and a two (2) week check-out to the patron.

### Overdue and Lost Charges

There is no charge for lending materials. The library will charge the borrowing library for materials that are overdue, damaged or lost.

Approved November 2, 2016