



# Policy

## Interlibrary Loan Policy

**Approved by Board of Trustees:** (Date Here)

**Last Updated:** (11/12/2020)

**Last Review:** (11/12/2020)

The Dauphin County Library System (The Library) actively promotes cooperation with other libraries to meet the needs of the community by attempting to obtain items that The Library has not purchased or to lend materials to other libraries requested by their members through interlibrary(ILL) and district loan. The Library adheres to the 2011 Pennsylvania Interlibrary Loan Guidelines (with revision in 2017).

Borrowing of Interlibrary Loan or District Loan items by The Library will be in accordance with The Copyright Law of the United States (Title 17, United States Code).

An Interlibrary Loan or District Loan request signifies the borrower's agreement to abide by the established rules and regulations that govern Interlibrary Loan services. Disregard for these provisions could result in suspension of service.

### Rules and Regulations

The ILL service is available to anyone with a valid DCLS library card in good standing. If you do not have a library card, please visit the online library card application form.

The Library reserves the right to restrict the number of ILL and district requests per month. Please visit the ILL request page for details. Requests that are processed but unable to be filled still count as part of the monthly limit.

The Library reserves the right to restrict the type of material that will be borrowed or lent to other libraries. Please check out the list of items that are not circulated on the ILL and district loan page.

A lending library may choose to assess fees to insure or process an item. Processing fees and fees to insure are non-refundable.

Due dates are set by the lending library and subject to change. Members may request a renewal of items that are not past due.

If an item is not returned, the borrower will be charged the total cost as determined by the lending library. A refund cannot be made after an item has been paid to the lending library.

Members must wait 30 days to resubmit a request for an item that has already been borrowed.

### Appeal and Review

Any appeal for changes to, or exceptions to, any portion of the Interlibrary Loan Policy will be considered. An individual wishing to file an appeal shall submit it to the Collection Management Administrator in writing. The Collection Management Administrator will respond in writing within 30 days.