

## **INTERLIBRARY LOAN POLICY – updated January 2020**

**PURPOSE OF INTERLIBRARY LOAN:** Elizabeth Public Library (EPL) seeks to meet the needs of patrons by loaning books through Interlibrary Loan (ILL). ILL allows patrons to borrow books which are not part of the Library's collection or available from any other library in LMxAC, but are available from participating libraries in New Jersey. In addition, the Elizabeth Public Library assists other libraries to meet their patrons' needs by lending materials to participating libraries. The ILL service at Elizabeth Public Library is provided through JerseyCat, the New Jersey State Library's state-wide Interlibrary Loan system.

**ELIGIBLE PATRONS:** All Elizabeth Public Library adult resident cardholders in good standing are eligible for Interlibrary Loans. Excluded from Interlibrary Loans are:

- Cardholders with delinquent records
- YA and Juvenile cardholders
- Cardholders who do not currently live in Elizabeth

**FEE CHARGES:** The use of Interlibrary Loan service is free. The only cost a cardholder may incur is for overdue or lost items. Please see LOST ITEMS below for more information.

**INELIGIBLE MATERIALS:** Elizabeth Public Library will not accept Interlibrary Loan requests for reference books, periodicals, textbooks, audiovisual materials, rare books, and/or books that are on order or reserved. We will not accept ILL requests for books that are available at any library in LMxAC, including Elizabeth Public Library. Patrons may not use ILL as a way to avoid waiting on a holds list for a book that is currently checked out. *Sorry, we are no longer borrowing ILL items from OCLC – libraries outside of the state of New Jersey.*

**LIMITATIONS:** Patrons may request a maximum of five ILL items at one time. There are no limitations on the number of requests submitted by a patron during a calendar year. However, a patron's failure to claim a requested item, delinquency in returning borrowed items, and/or returning the book in a worse condition than in which it was borrowed will curtail Interlibrary Loan privileges at the discretion of the ILL librarian.

**BORROWING TIME PERIODS:** Interlibrary Loans may be borrowed for 28 days, the same length of time as all circulating materials at Elizabeth Public Library. Once notified by phone call or voice message, the ILL item must be claimed at the Main Library Circulation Desk within five (5) days of notification or the item will be returned to the lending library.

**RENEWALS:** Borrowed items may only be renewed at the discretion of the lending library. The time limit use of a renewed item is stipulated by the lending library. An item may be renewed only once, or not at all. Patrons are highly encouraged to call or visit the Reference Desk at the Main Library to inquire about renewals approximately five (5) days before the item is due. ILL items may not be renewed via the Internet or at branch libraries.

**LOST ITEMS:** The patron is responsible for the payment of lost ILL items. The amount of payment is stipulated by the lending library and may be more than the lost item fee charged by Elizabeth Public Library. Lost item payment is due to EPL and will be forwarded to the lending library. Patrons with lost items will receive notices by mail or phone. If EPL has to pay the lost item fee to the lending library without receiving the patron's payment first, the delinquent patron will no longer be eligible for future ILL services.