

## **West Nyack Free Library Interlibrary Loan Policy**

### **General Information**

The purpose of Interlibrary Loan is to obtain materials not available within the Ramapo Catskill Library System (RCLS), and to provide material from our collection to other libraries.

Interlibrary Loan service is available to West Nyack cardholders only as long as they are in good standing. Interlibrary loan practices are reciprocal. The West Nyack Free Library does not lend popular materials, AV materials, magazines, and items valued at less than \$16, and does not request these items from other libraries. While The West Nyack Free Library will attempt to obtain materials without fees, it cannot be predicted whether the lending library or institutions may impose fees on the items, therefore the patron may incur a charge. The patron will be consulted about their willingness to pay any fees for materials borrowed from the lending library.

What Can Be Borrowed: Books, academic journals and articles

What Cannot Be Borrowed

- AV materials including: DVDs, CDs, books on Cd, video games, software
- Ebooks and downloadable audio
- Microfilm
- Articles and Periodicals

We will consider purchasing material that has been published in the last 2 years on a case by case basis.  
Submitting A Request

Patrons may place an Interlibrary Loan request in person or by phone. A Circulation Clerk will take the request, or if it is more involved, a librarian will assist.

An Interlibrary Loan card is to be filled out with as much bibliographic information as possible. Sources for this information are: professional citations from books or journals, magazine and newspaper articles, [www.WorldCat.org](http://www.WorldCat.org). Cards can be obtained at the Circulation Desk or at one of the Reference desks.

At the time of request, the librarian should determine if material requested is available through RCLS, and if the requested item is valid and falls into the category of what can be borrowed. Staff or librarians should not take a request if we cannot fulfill it.

### **Turnaround Time**

Interlibrary Loan requests will be filled as quickly as possible but turnaround time will vary depending upon the lending library and the material requested. If the material is difficult to obtain, or has a long turnaround time, the patron will be notified. The patron will be notified by telephone or email when the material arrives at the library.

**Loan Period**

Items are generally on loan to patrons for three to four weeks. A due date will be assigned when the patron picks up the item. Items will be considered overdue if they are not returned by the due date. Overdue fees for ILL materials are \$1 per day, with a \$10 maximum fine. ILL materials cannot be renewed.

A card that reads “SEAL” on top, with a “barcode” will be placed in the book or material being borrowed. This barcode is what West Nyack Library uses to check out the item to the patron, and must remain in the book when it is returned. Items must be returned to the circulation desk for proper processing, and not deposited in the bookdrop.

Lost, damaged or stolen material is subject to the lending library’s rules and regulations. Upon notice that the material cannot be returned, West Nyack Library will contact lending library as to assess the charges due. The patron will be responsible for all charges associated with the materials.