



## Franklin County Library System

### Interlibrary Loan

#### What is Interlibrary Loan?

Interlibrary loan (ILL) is a service provided by libraries in which a library can request material(s) from a library outside of its service area. When an ILL request is placed, the library will try to find the item in another library within Pennsylvania or, if necessary, another library in the United States.

#### Eligibility

Any patron may make a request for an ILL item. Individuals must have a valid Franklin County Library System (FCLS) card with no delinquencies and fines under \$10.00 (\$5.00 for Alexander Hamilton Memorial Library patrons) to use the ILL service.

#### Are there any items that are not able to be requested?

Yes, there are a few restrictions on ILL materials—

- Titles published within the last six (6) months
- New audiovisual materials released in the last six (6) months
- Course materials, including textbooks
- Items owned locally (through FCLS)
- Reference, rare materials, special collections and archival materials
- Any item over \$40.00

There may be other limitations not listed but enforced by lending libraries.

#### How do I request an item?

Ask any staff member for an ILL request form. Staff will verify that FCLS does not have a copy of the item and help patrons fill out the form as needed. Please be aware that the item may take an extended period of time to arrive. There is a limit of five (5) ILLs total allowed per patron at one time.

### **What is the cost?**

Normally, there is no cost for requesting an ILL item. If a cost is given by the lending library, however, the patron will be asked prior to ordering if they are willing to pay for the use of the item. If the patron does not pick the item up between notification that it has arrived and the due date at the lending library, it will be sent back to the lending library and a \$5.00 fine will be charged to the patron's account for failure to collect their requested item.

As with any FCLS item, there are typical overdue fees should the item be returned late and the patron is responsible for paying these fines. If the item is lost, stolen or damaged when returned to the library, the patron is responsible for paying the fees assigned by the lending library. If the colored band attached to the front of the item is lost there is a \$1.00 replacement fee.

### **How long will I get to keep the item?**

Loan periods vary and are set by the lending library and typically run from 14 to 45 days. FCLS will contact the patron either by phone or email when their item is available to pick up. The due date will be written on the colored band attached to the front cover of the item. This band must remain on the item so as to denote it as ILL when it is returned for the circulation staff. Please be sure to return the item to the library you requested it from originally.

The patron may request one (1) renewal of their ILL material and it will be renewed for two (2) weeks provided the lending library approves the renewal. Items may not be renewed more than once. If a patron still requires the item, the library will make every effort to find it through another library.

**For questions please contact your local library or email  
*library@fclspa.org* and your question will be forwarded to the  
appropriate person.**