



Inter-Library Loan Policy

Proposed to the Library Board of Trustees
June 15, 2017

South Brunswick Public Library

An Inter-Library Loan is material obtained from another Library, at patron request, outside of the Libraries of Middlesex Automation Consortium.

- Inter-library Loan (ILL) borrowing is available only to SBPL patrons or non-residents who have purchased a SBPL card. Requestor's account must be in good standing. A patron in good standing has a card that is not blocked due to excessive fines or lost items.
- The SBPL card with which the request was made must be presented at check-out.
- ILLs require a \$0.25 processing fee per item payable at time of pick-up. A patron's account will be billed the \$ 0.25 if the item is not picked up. Requests can be made in person at the Information Desk, by calling the Library, or electronically.
- SBPL will process requests through all available lending sources but cannot guarantee an ILL request will be filled. ILLs cannot be processed as a "rush". All request forms should include a "Date Not Needed After" if it applies.
- For materials that can only be obtained from Libraries outside New Jersey, a \$3 shipping charge will apply. Patron approval will be required before the item can be shipped.
- ILL items will be returned to the lending library if not picked up within seven days after being notified by the library of availability.
- The loan period for all ILLs is three week weeks with no renewals. There is a one month waiting period from when an item is returned until the same ILL can be re-requested.
- The overdue fine for ILLs is \$0.50 per day per item, no cap—fines accumulate until material is returned.

- Lost ILL fines and fees are determined by the lending library.
- The South Brunswick Library will not lend through interlibrary loan materials requested from its New Book collection, dvds, video games, newly released audiobook or music cds, launchpads, hotspots and museum passes. The South Brunswick Library also has the right to refuse any inter-library loan request due to local needs. The South Brunswick Library will attempt to interlibrary-loan all library material patrons request with the understanding that other libraries may also have restrictions on what types of material are available for loan.

Re-adopted by the Library Board May 16, 2013

Revised and re-adopted by the Library Board June 15, 2017