

Reading Public Library
Interlibrary Loan Policy
Revised and Approved 11/20/2023

Definition

Interlibrary Loan is the process by which a library requests material from, or supplies material to, another library. Interlibrary Loan encompasses transactions among libraries not under the same administration, system or school district.

The RPL staff will make every effort to utilize the resources of its own library before resorting to Interlibrary Loan. Therefore, in compliance with the Pennsylvania Interlibrary Loan Guidelines 2011, the Reading Public Library will not request materials that are part of its own collection or that of other Berks County Public Libraries, through Interlibrary Loan.

Borrowing Privileges

Berks County Public Library patrons in good standing are eligible for Interlibrary loan. Patrons attending an institution of higher learning must request ILL from the school they attend, and patrons from outside Berks County must request ILL from their home library. Patrons with E-Cards are not eligible for Interlibrary Loan services. No more than five (5) ILL Requests may be on a patron's record at a time. Upon receipt, individuals are responsible for the safety and proper handling of their ILL materials. Patrons will be held financially responsible for damage to or loss of an Interlibrary Loan item. Continued disregard of due dates, accumulated fines and the mishandling of ILL materials are sufficient reasons for suspension of Interlibrary Loan borrowing privileges.

A patron may make a request or obtain more information regarding this service by contacting the Reference Department at the Reading Public Library or branch libraries.

Limitations

The following items will not be requested through Interlibrary Loan:

- Best sellers and newly published titles (within six to twelve (6-12) months)
- Materials owned locally (available within the Berks County Public Library System)
- Newly released or popular audio-visual items (within twelve (12) months)
- Rare books (special collection materials and archival items)
- Textbooks or course materials needed longer than four (4) weeks (In Library Use Only)
- Electronic books or licensed computer software data files
- Reference materials
- Periodicals and journals (full issues/bound issues)
- Mass market paperbacks

Please note: Large/oversized volumes or multiple volume sets should not be requested through Interlibrary Loan, if it can be avoided. This type of material is difficult to obtain and expensive to ship.

Fees

Every effort will be made to obtain requested materials at no cost to our patrons from other libraries. Occasionally, however, a lending library will charge a lending fee ranging from \$10.00 to \$50.00. Since lending fees are passed on the patron, it is very important for the patron to indicate on the Interlibrary Loan form how much he or she is willing to pay for a requested item.

A \$5.00 Administrative Fee will be charge for ILL items not picked up by the date specified.

Patrons returning Interlibrary Loan items after the due date will incur a fine of \$1.00 per day. Patrons will be charged all fees assigned by the lending library for lost or damaged materials.

Lending and Borrowing

RPL generally allows fourteen to twenty-one (14-21) business days to receive an item if the requested Interlibrary Loan item is found and is available for shipping by the lending library.

Due dates for Interlibrary Loan items are determined by the lending libraries, not the Reading Public Library. Most libraries will lend an item for two to four (2-4) weeks. It should be noted that only one (1) renewal can be given on an Interlibrary Loan book, if applicable. Audio-Visual materials may not be renewed.

Interlibrary Loan items must be returned to the RPL branch that loaned it. Interlibrary Loan items may not be returned in the book and A/V drop boxes.

Journal Articles

Copyright Law Guidelines (section 108g)(2)) permit a requesting library to receive five articles annually from a single journal title. It prohibits systematic photocopying of copyrighted materials but permits interlibrary loan arrangements that do not have as their purpose "that the library receiving such copies for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work."

CONFIDENTIALITY:

As with the circulation records of libraries, Interlibrary Loan requests are held in the strictest confidence. To make an Interlibrary Loan Request or to obtain more information regarding this valuable service, please contact the Reference Department (610) 655-6355 at the Reading Public Library.

Policy History:

Adopted 12/17/2012

Revised and Approved 12/15/2014

Reviewed and Accepted 12/21/2015

Reviewed and Accepted 12/19/2016

Revised and Approved 11/20/2017

Reviewed and Accepted 12/17/2018

Revised and Approved 12/16/2019

Revised and Approved 11/16/2020

Revised and Approved 11/15/2021

Revised and Approved 10/17/2022