

INTERLIBRARY LOAN POLICY

The Mercer County Library System provides an Interlibrary Loan service for patrons and will borrow materials from libraries outside the system to accommodate the needs of our patrons. In a few instances, there is a fee imposed by the lending library to send a book or article through ILL. The patron is responsible for this fee and may stipulate the maximum he/she is willing to pay. The library's ILL department will always try first to obtain the materials at no cost to the patron or at a low cost. The following regulations apply to the service:

- The library will accept three ILL requests per patron visit. Up to three ILL requests will be accepted by phone, fax, email or via the online ILL Form, which can be found on the library's website.
- ILL materials circulate for four (4) weeks and are not automatically renewable. If you would like to renew an ILL you must make an official request through the ILL staff at least three days prior to the due date to determine if a one-time renewal is possible.
- The fine for an overdue ILL book is \$0.25 per day. A patron with outstanding, overdue ILL material on their account will automatically become barred, regardless of whether or not the fines or fees associated with the outstanding materials exceed or total \$25.00.
- The patron is responsible for photocopy charges for articles obtained through ILL.
- The patron is responsible for the replacement cost charged by the lending library for lost ILL materials.
- Books borrowed through ILL must be returned to a Mercer County Library System branch. We will return the material to the lending library.
- There is limited availability of audio-visual materials through the Interlibrary Loan process. The library system will not initiate Interlibrary Loan Requests for feature films, music CDs, videocassettes, or video games of any type.
- Children's materials and paperback materials will not be requested through ILL.
- Upon review of the request and at the discretion of the library, the library system may decide to purchase the material, rather than fulfill the request through Interlibrary Loan. If this is the case, the requesting patron will be notified and placed on hold for the item.