

MARS AREA PUBLIC LIBRARY

Interlibrary Loan (ILL) Policy

Borrowing Limits

- A maximum of **5 items** may be borrowed at one time per person or out-of-house book club.
- A maximum of **10 items** may be borrowed for in-house book clubs.

Fees & Pickups

- You will be notified in advance of any fees required by the lending library before the request is placed.
- ILL materials must be picked up within **7 days** of notification. Items not picked up will be returned to the lending library, and a fee of \$2 will be charged per item.

Responsibility for Materials

- MAPL's policies for overdue, damaged, or lost material apply to ILL items.
- Additional charges may apply if required by the lending library.
- Any **extra materials** (cds, inserts, et) must be returned with the item. Failure to do so may result in replacement fees, determined by the lending library.

Renewals

- ILL materials will not automatically renew.
- Renewal requests must be made **at least 7 days prior to the due date** by calling 724-625-9048 x 202
- Renewals are granted at the discretion of the lending library and may not be available for certain materials

Delivery & Returns

- Items typically take **2-4 weeks** to arrive if available for shipping from the lending library.
- All ILL materials borrowed through MAPL must be **returned to MAPL** and cannot be returned at other Butler County Libraries.
- All materials are subject to **Immediate Recall** by the lending Library
- **Due Dates** are determined by the lending library, not MAPL.
 - Typical loan periods are 2-4 weeks but this may vary.
- Borrowers will be notified by **Telephone** when items arrive. Other methods of communication are allowed if notified ahead of time.
 - MAPL will notify the borrower if a request cannot be filled and why.

Items Not Available Through ILL

In accordance with Pennsylvania ILL Loan Guidelines (2011 & 2019), MAPL will not request

- Current bestsellers
- Materials published within the past 6 months

- Titles owned by MAPL (unless long overdue, lost or missing)
- Whole issues/volumes of periodicals or journals.
 - Photocopies of articles may be requested
- Licensed Computer Software or Data Files
- eBooks, eAudio, eVideos, & eMusic
- Rare or Valuable Materials
- Video Games, Playaways or Kits
- Other high-demand popular items

Borrower Responsibilities

- ILL is a **privilege, not a right**. Patrons must return items on time and handle them with care.
- Repeat violations (late returns, damaged material, failure to pick up items) may result in suspension of ILL privileges.
 - Patrons who fail to pick up ILL materials 3 times in a calendar year may have ILL privileges suspended for 6 months.
 - A fee of \$2 will be charged for every ILL item not picked up before the 7 day notification deadline.
 - Overdue ILL materials have a fine of \$0.25 a day.
- Patrons must have;
 - A current library card
 - No outstanding fees or overdue materials
 - No account blocks (including attached cards)

Confidentiality

- As with regular circulation records, all ILL requests are held in the strictest confidence