

2: INTERLIBRARY LOANS

1. Lending

1. *Materials*—The York County Public Library lends materials through interlibrary loan on a case by case basis. Materials lent are limited to regular print or large print titles that have not been published within the last year.
2. *Loan Periods, Renewal of Items*—Items are loaned to other institutions for a period of 25 days. Items will only be renewed once, on a case-by-case basis, if the item in question is not wanted by YCPL patrons.
3. *Charges*—No late or shipping charges will be imposed. Charges will be imposed for lost or damaged items.

2. Borrowing

1. *Eligibility & Cost*—Interlibrary loan service is available free of charge to York County Residents who hold a valid York County Public Library card and are in good standing with the Library. (A library card in good standing is one with fines and fees of less than \$5.00.) Contact information should also be up-to-date.
2. *Limit*— The maximum number of interlibrary loans a patron may request/have at one time is five.
3. *Materials*—regular print and large print books not currently owned by YCPL may be requested through ILL as well as articles from scholarly and trade publications. If requesting an article, the patron must include full citation information.
 - An item that is in a missing, lost, or not on shelf status for YCPL may be requested on interlibrary loan.
4. *Materials Not Offered*—New items (those that have been published within the past 12 months) will not be requested from other institutions. The library also does not submit borrowing requests for the following items, including but not limited to: board books, audiovisual materials, fiche/microfiche, and musical scores.
5. *Area Libraries*—If an area public library (defined as the Hampton Public Library, Newport News Public Library, or Poquoson Public Library) has a requested title in its catalog, the item shall not be requested through Interlibrary Loan. Library cards to these libraries are available, free of charge, to Virginia residents.
6. *Late Fees*—The overdue fee for interlibrary loans is \$1.00 per day per item. All overdue interlibrary loan fees must be paid before another interlibrary loan request may be made.
7. *Lending Fees*—If a lending institution charges a fee for an interlibrary loan item, the requesting patron is responsible for paying the fee. Any accessed fees will be added to the patron's account.

8. *Item Renewal*—Books on interlibrary loan may be renewed, on request, one time; however, renewals are dependent upon the approval of the lending Institution. If a renewal is not granted, the patron must return the item immediately or the daily overdue fee will be charged until the item is returned. Renewal requests must be made 7 days before the item is due.
9. *Lost Items*—If an interlibrary loan item is lost, the lending institution establishes the cost of the lost item, which is charged to the responsible borrower, including any fees charged.
10. *Ineligibility*—Patrons who fail to pick up their ILL request without notifying ILL staff will not be eligible for ILL borrowing for 2 months. Failure to pick up a second time will result in ineligibility for 6 months, and any subsequent instances will result in ineligibility for 12 months.

In addition, patrons who repeatedly ignore Interlibrary Loan rules—for instance, remove the white band from the cover of ILL books, return ILL items in book drops, or return ILL items damaged—will not be eligible for ILL borrowing.

Revised: December 10, 2019