



## Chester County Library System Interlibrary Loan Service Policy

The Chester County Library System (CCLS) provides prompt, accurate and courteous service to all patrons regardless of race, color, ethnicity, national origin, gender, sexual orientation, religion, age, socioeconomic status, disability, immigration status, background, and/or views. It offers this in fulfillment of its mission to develop services, resources and collections that meet the cultural, informational, recreational, and educational needs of its diverse community.

The Chester County Library System agrees to endorse the 2018 revised Pennsylvania Interlibrary Loan Guidelines ([https://www.statelibrary.pa.gov/Documents/For Libraries/Library Laws and Regulations/Interlibrary Loan Guidelines/Interlibrary Loan Guidelines.pdf](https://www.statelibrary.pa.gov/Documents/For_Libraries/Library_Laws_and_Regulations/Interlibrary_Loan_Guidelines/Interlibrary_Loan_Guidelines.pdf)).

CCLS member libraries agree to follow the policies and procedures of the Chester County Library System in regards to the provision of Interlibrary Loan service.

### I. Introduction

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary Loan Service should serve as an adjunct to, not a substitute for, collection development. When resources within the state and then the region have been exhausted, loan requests to more distant libraries should then conform to the provisions of the Interlibrary Loan Code for the United States (<https://www.ala.org/rusa/guidelines/interlibrary>).

### II. Definition

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

### III. Purpose

The purpose of an interlibrary loan as defined in this policy is to obtain library material not available in the Chester County Library System.

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### IV. Scope

- A. Under the terms of this policy, it is permissible to request on interlibrary loan from CCLS Member Libraries (the libraries) any type of library material. The libraries will decide in each case whether a particular item can be provided.
- B. The libraries will not ordinarily lend the following type of materials:
  - 1. Rare or valuable material.
  - 2. Bulky or fragile items which are difficult to ship.
  - 3. Material in high demand at the lending libraries.
  - 4. Material with local circulation restrictions.
  - 5. Unique material that would be difficult or impossible to replace.

### V. Responsibilities of the borrowing libraries

- A. Each library should provide the resources to meet the ordinary needs and interests of its primary users. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.
- B. Borrowing libraries should make every effort to exhaust their own resources before resorting to interlibrary loans.
- C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.
- D. The borrowing library's user, for whom the material is being requested, must have current local borrowing privileges and their account must be in good standing (no fines, fees or other concerns) to be eligible for interlibrary loan.
- E. Borrower Re-requests: Requests for the same item, from the same patron will not be accepted for 30 days from the date of return of the item. This shows a recurring demand and the borrowing library should consider the item for purchase (if it is available).
- F. The borrowing library is responsible for compliance with the copyright law (Title 17, *US Code*) and its accompanying guidelines, and should inform its users of the applicable portions of the law.
- G. Requested material must be described as completely and accurately as possible following accepted bibliographic practice. If an item cannot be verified, the statement "cannot verify" should be included along with information about the original source of citation.
- H. Standard interlibrary loan formats should be used for all requests.
- I. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received back by the lending library. The borrowing library is responsible for packaging the material to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repairs or replacement in accordance with the preferences of the lending library.
- J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the applicable copyright laws and no damage to the original volume would result.

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### VI. Responsibilities of lending libraries

- A. The decision to lend material is at the discretion of the lending library, which will interpret as generously as possible its own lending policy with due consideration to the interests of its primary users.
- B. A statement of interlibrary loan policy should be made available upon request.
- C. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request whenever possible.
- D. The lending library will comply with current copyright law (Title 17 U.S.C.) and its accompanying guidelines.

### VII. Expenses

- A. The borrowing library should be prepared to assume any costs charged by the lending library and should attempt to anticipate charges and authorize them on the initial request.
- B. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

### VIII. Duration of loan

- A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.
- B. Interlibrary loan material should be returned promptly.
- C. A renewal request should be sent in time to reach the lending library no later than the due date. It is up to the discretion of the lending library whether or not a renewal will be granted.
- D. Once an item is overdue, no request for a renewal will be accepted. The item must be returned.
- E. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

### IX. Confidentiality of Interlibrary Loan Requests

- A. By endorsing this policy, libraries accept the interpretation that interlibrary loan borrowing and lending records fall under the legal guaranties of confidentiality as specified in the Library Code, Act of June 14, 1961, P.L. 324, as amended through July 1, 1985, Section 428.
- B. Libraries are not required or encouraged to retain records beyond a time frame dictated by local standard practice or copyright compliance guidelines.

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### X. Confidentiality of Library Records

It is the policy of the Chester County Library System to endorse and comply with the [PA] Library Code, Act of June 14, 1961, P.L. 324 as amended through July 1, 2000, specifically Section 428, added 1984, June 27, P.L. 431, No. 90, Section 3, commonly referred to as "Act 90", quoted below.

#### *Library Circulation Records*

*"Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding."*

*Approved October 16, 2012*

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