

BRUNSWICK COUNTY LIBRARY

Interlibrary Loan Policy

Interlibrary Loans

Brunswick County Library (BCL) supplements the resources of its own collection through Interlibrary Loan (ILL) and follows the Interlibrary Loan Code for the United States established by the American Library Association.

- 1) The library does not borrow material from other libraries if the requested item is owned by BCL and available for public use. This includes items that are checked out to other borrowers.
- 2) The library does not lend items from its reference, DVD, and North Carolina non-circulating collections, items published in the last 6 months, or items in high demand. The library does not borrow DVDs or other audio-visual materials in most cases.
- 3) Staff will not process ILL requests for patrons who are blocked from regular library loans.
- 4) Patrons must have an established borrowing history with BCL before ILLs may be requested. Brand-new borrowers are not eligible to request ILLs.
- 5) A patron may have a maximum of 2 ongoing interlibrary loan requests at a time.
- 6) Library staff will evaluate all ILL requests to determine if the library should purchase a copy for its collection or if the item should be requested via ILL.
- 7) The library charges a fee of \$2.00 for each fulfilled ILL request. This fee is payable once the item is shipped to BCL. If an ILL request is unable to be fulfilled, there is no charge to the patron.
- 8) The library cannot guarantee if or when a request will be fulfilled.
- 9) Any charge(s) from a loaning library will be passed on to the patron.
- 10) The lending period for each ILL is dependent upon the lending library.
- 11) Renewal requests must be made through the BCL interlibrary loan staff five (5) business days in advance of the due date. Renewal requests may be denied by the lending library.
- 12) If an ILL item is lost or damaged, the patron is responsible for the full cost of the item as determined by the lending library.
- 13) Designated staff may authorize exceptions to the above policy.

Reviewed and adopted by the Library Board, April 24, 2023.