

## **Blossburg Memorial Library Interlibrary Loan Policy**

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. The purpose of interlibrary loan is to obtain library material not available at the Blossburg Memorial Library and to loan material found at the Blossburg Memorial Library to libraries in the Access Pennsylvania database.

The Access Pennsylvania database is a project of the Pennsylvania Department of Education and the Office of Commonwealth Libraries. Access PA is a union catalog across the State of Pennsylvania that represents a coordinated effort to facilitate resource sharing among libraries throughout the Commonwealth via the World Wide Web. As of July 1, 2007, 3,018 school, public, academic and special libraries participate in the Access Pennsylvania database.

Interlibrary loans are available to all registered borrowers in good standing at the Blossburg Memorial Library. Interlibrary loan is transacted only from library to library. Individual patrons from other libraries should request this service from their own library.

A loan or a copy of any material may be requested from another library, but the lending library will decide in each case whether or not a particular item can be provided. Most libraries will not ordinarily lend the following types of materials:

- Newly published material
- Old, rare or valuable material
- Reference and genealogical material
- Audio and videocassettes, sound recording, and motion picture films
- Material in high demand at the lending library
- Scripts, screen plays, libretti, and scores
- Multi-volume sets

To make a request, please ask at the circulation for an Interlibrary Loan form. Please use a separate form for each request. Service will be given as quickly and inexpensively as possible. There is no fee for placing an interlibrary loan request. However, donations will be accepted to help off set the cost of postage.

Patrons are notified by telephone when the material arrives. Items are kept at the Service Desk for three days after the patron is notified. Patrons will be notified a second time. Items not picked up after the second notice will be returned to the lending library.

Typically, books are available for 3-5 weeks, at the discretion of the loaning library. The loaning library may impose restrictions, such as "in library use" or "no renewals." If you need additional time to use the material, please contact the Library as soon as possible. The loaning library grants permission for renewals, not the Blossburg Memorial Library staff. Renewals must be requested before the due date. We cannot request renewals for items that are already overdue.

Please make every effort to return the items by the specified due date. Interlibrary loan service will be suspended for those who abuse the privilege, including those who repeatedly fail to pick up requested interlibrary loan material or who fail to return materials in a timely fashion.

Payment must be made for materials lost or damaged while on loan to the borrower. No refunds will be made for lost and paid interlibrary loans.

Approved by the Blossburg Memorial Library  
Board of Trustees of January 21, 2008