

Bangor Public Library

Interlibrary Loan Policy

Requesting (Borrowing) materials from another library

To use Interlibrary Loan (ILL) a person must:

- Reside within the Bangor Area School District
- Be a registered library user in good standing. This includes having no overdue library or Interlibrary Loan materials, and no outstanding fines or fees
- Residents of Pen Argyl are not eligible to use ILL, even if they have paid a fee to use the Bangor Public Library, as per rules set by the Commonwealth of Pennsylvania.

Patrons should be made aware of the following:

- Up to five ILL requests may be submitted at one time.
- It may take up to two weeks or more for the requested items to be received
- Loan periods are set by the lending library, not Bangor Public Library
- Borrowed items may not be renewed
- Users will be notified by phone when the ILL material is available for pick up at the front desk
- If the material is not returned on time, overdue fines of 25 cents per day per book and \$1.00 per day per DVD will be assessed
- Users may submit requests by using the online form on the Library's web site, or by filling out a paper form at the Library's front desk
- Request forms need to be filled out as completely as possible
- Books, DVDs, and CDs may be requested
- Reference books, magazines, journal articles, rare books and book chapters may not be requested
- Users are expected to abide by the library's policies, return material on time and respect the supplying library's due date and any restrictions on the borrowed material
- Any costs incurred for lost or overdue ILL material must be promptly paid

Supplying (Lending) Materials to Another Library

- Members of Access PA libraries may request ILL materials from Bangor Public Library
- Materials will be sent to the Easton Library District Center for delivery to the requesting library
- All circulating material, regardless of format may be supplied
- Magazines, newspapers, journals, rare books and microfilm will not be supplied

October 2018