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

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