

Interlibrary Loan Policy

Approved by the York County Library Board of Trustees on July 13, 2017

Limited resources and the diverse interests of our users make it impossible to purchase everything that is wanted or needed. If materials are not available in either the York County Library system or through its partnership in the SC LENDS consortium, then an interlibrary loan (ILL) request can be made through libraries across the United States.

Eligibility:

- Any library card holder who is 18 years or older with no blocks that prevent checking out may request an interlibrary loan.
- Users holding teacher cards are not eligible to make ILL requests at this time.
- SC Lends consortium library card holders outside of York County must make ILL requests at their home library.

Requests:

- Up to five total requests can be made for one individual at a time. This includes interlibrary materials already checked out.
- The wait time for ILLs depends on the lending location and the item's availability. It can take as little as a few days or as long as a month to receive materials.
- To make a request, please contact the York County Library Reference Department at 803-981-5825, or any of the York County Library branches. You may also email the request to ycl.ill@yclibrary.org.

Loans:

The following materials may be borrowed:

- Fiction

- Non-fiction
- Audiovisual Materials (audiobooks, music, DVDs, Blu-ray discs)
- Microfilm

The following materials may be difficult to borrow based on the lending library's policies:

- New Books
- Popular Books
- Genealogy Materials
- Bestsellers
- Rental Items

The following materials are not eligible to be borrowed:

- New items with a copyright less than 6 months old from date of request
- Reference Materials

NOTE: The lending library reserves the right to decide if the request can be filled.

Loan Period and Extensions:

- The due date for interlibrary loan material is assigned by the lending library.
- To request a renewal, call 803-981-5825; the lending library will be contacted and, if the renewal is approved, the user's account will be updated.

NOTE: Not all items requested can be checked out. Some lending libraries require the materials stay 'in-house' and used only in a York County Library.

Delivery:

Interlibrary loan items can be picked up at any York County Library branch.

Returns:

Interlibrary loan materials must be returned **by hand** to the main desk of any York County Library. They may not be placed in a book drop.

Fees:

- Lending fees may be required for some items. If so, users will be notified of this in advance.
- Fines are accrued based on the due date given by the lending library.
- Users are responsible for any charges issued by the lending library for damaged or lost items.
- York County Library will assess a fee of \$2.00 for damage to the barcode it assigns to the loaned material.