INTERLIBRARY LOAN GUIDELINES

1. A customer may not request an Interlibrary Loan if there are fines, fees, or overdue material on their account.

2. The customer must complete an Interlibrary Loan request form for each item.

3. Only the individual listed on the request form may check out the material.

4. All items must be returned by the due date on the book strap.

5. Items not returned on time will result in a fine of $1.00 per day/per item and the termination of Interlibrary Loan privileges.

6. There will be no renewals unless the Interlibrary Loan Clerk receives permission from the lending library.

7. To renew material, you must call the Interlibrary Loan Department five (5) business days in advance of the due date. (Otherwise, there will be no renewal.)

8. We provide 25 free Interlibrary Loan borrowing transactions per calendar year. After the 25th request is filled the customer will be charged.

9. The customer will be billed $25.00 per item for material not picked up.

LANCASTER PUBLIC LIBRARY
Interlibrary Loan Department
125 N. Duke Street
Lancaster, PA 17602
717-394-2651 x120
illdept@lancaster.lib.pa.us

To obtain Interlibrary Loan materials you must have a valid library card in good standing.