



## Interlibrary Loan Information

If you can't find an item you are looking for, double check the library catalog to see if item is currently owned by a library in The Ramapo Catskill Library System (RCLS). If you have searched the Library's catalog, and do not find the material you are searching for, you can either:

- **suggest** that we consider the item for purchase, especially if the item is not yet published or has been published in the last 6 months OR
- **request the item through Interlibrary Loan (ILL)**. ILLs allow patrons to obtain materials from participating libraries throughout the United States. You can stop by the Reference desk to make your request, call extension 214, or email [info@nyacklibrary.org](mailto:info@nyacklibrary.org). The Library is able to request many types of materials from these libraries. Users of the Interlibrary Loan service must hold a valid Nyack or Valley Cottage Library card. In rare cases materials provided through Interlibrary Loan will be restricted to in-library use only.

*If you are interested in an item, the [WorldCat](#) database is a user-friendly resource for getting information about other libraries' materials.*

## What is *not* available through Interlibrary Loan?

- **Downloadable items**, such as eBooks and downloadable audiobooks.
- **Popular authors and/or newest titles** We request patrons **suggest items** for purchase, especially for those published within the last 6 months. Lending institutions will generally not loan these materials.
- **Local History and genealogy materials**
- Textbooks
- Reference Materials

- DVDs

## What is available through Interlibrary Loan?

- **Books**
- **Audio Visual Material:** Music CDs and Audiobooks **Photocopies of newspaper, magazine, or journal articles:** Limited photocopies of specific portions of non-circulating or reference books. **Information on a specific subject:** Please provide as much information as possible about what is needed, age of person needing it, and sources already checked so that you do not receive duplicate information.

The Nyack Library  
59 South Broadway  
Nyack, New York 10960  
845-358-3370  
[info@nyacklibrary.org](mailto:info@nyacklibrary.org)

# Interlibrary Loan Policy

The following paragraphs describe the Interlibrary Loan policy.

## I. Principles

Interlibrary Loan is a primary service that supports the mission of the Library by providing enhanced access to library materials and information. The purpose of Interlibrary Loan is to obtain materials not available within the Ramapo Catskill Library System (RCLS) and to provide material from our collection to other libraries.

The library affirms that Interlibrary Loan is an adjunct tool, not a substitute, for the Library's collection. In meeting patron needs, the Library will exhaust local resources first. Items in frequent or recurring demand through ILL service will be considered for purchase.

The Library will keep this Interlibrary Loan policy up to date and make it available to users and other libraries on request.

## II. Definition

Interlibrary Loan is a transaction in which The Nyack Library borrows materials from another library outside of the Ramapo Catskill Library System on behalf of a patron, or another library borrows materials from The Nyack Library on behalf of its patrons.

## III. Interlibrary Borrowing

*A. Users* - All Nyack and Valley Cottage Library cardholders with accounts in good standing may request specified material through Interlibrary Loan. All borrowing privileges, including Interlibrary Loan, of patrons who accumulate overdue fines over \$10.00 are suspended until sufficient payments are made to reduce the overdue balance to less than \$10.00. Failure to return Interlibrary Loan items on time may result in the suspension of library borrowing services to the delinquent patron. There is a charge of \$.50 for each item requested through Inter-Library Loan to cover the mailing/shipping costs.

*B. What can be borrowed* - Books, audio materials such as audio books and music on Articles and photocopies from materials may be requested. Some requests may not be filled due to high demand, copyright restrictions, inability to locate or rarity of item. A patron may have no more

than five (5) items total checked out or on request at any given time. DVDs and Videos are not available for borrowing due to their limited loan periods. An exception for research material may be made.

Materials cannot be requested if they are items owned by the Library but unavailable because they are in use by another patron or on reserve in the library or if electronic full-text information is available to the Library via locally purchased databases. The library will generally not seek loans of materials that have been published within the last six (6) months.

*C. Submitting a request* - Patrons may place an Interlibrary Loan request in person at the Reference Desk, by calling extension 214, or emailing [info@nyacklibrary.org](mailto:info@nyacklibrary.org).

*D. Turnaround Time* - Interlibrary Loan requests will be filled as quickly as possible. Turnaround time varies depending upon the lending library and materials requested. Patrons will be notified by telephone or email when their materials arrive at the library.

*E. Loan Period* - Items generally are loaned to patrons for four weeks. A due date will be assigned when the patron picks up the item. Items will be considered overdue if they are not returned to this Library by the assigned item due date.

*F. Conditions of Use* - The Nyack Library will strictly adhere to conditions set by the lending library for the use of their materials. In rare cases, this will require that loaned materials be used in the library and not checked out for use at home.

**Items should be returned to a circulation desk for proper processing, and not deposited in the book drop.**

*G. Charges* - If the lending library charges a fee for photocopies or sending particular requested material, patrons will be consulted about their willingness to pay before those materials are borrowed. The patron is responsible for all fees charged by the lending library.

*H. Overdue and Lost material charges* - Lost, damaged or stolen Interlibrary Loan materials are subject to the lending library's rules and regulations. Upon notice that an item cannot be returned, Nyack Library staff will contact the lending library as to the charge for that material. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrower. These charges will be reflected on the patron's library account and may impact his or her borrowing privileges. Overdue fees for Interlibrary Loans are \$2 a day, with a \$20 maximum.

*I. Renewals* - Material borrowed through Interlibrary Loan cannot be renewed.

*J. Statistics* - The Library will maintain records of transactions in order to inform patrons of the status of their requests and will report activity as required through Library reporting mechanisms.

## IV. Interlibrary lending

*A. Users* - The Nyack Library endeavors to extend Interlibrary Loan services to all public, governmental and academic libraries. Other libraries may submit requests which will be evaluated on a case-by-case basis. All individuals not holding a current card from a Ramapo Catskill Library System who wish to borrow an item from our collection must initiate their request through their home library as an Interlibrary Loan request.

*B. What can be loaned* - The Library endeavors to make available the broadest range of materials for Interlibrary Loan with the following exceptions: new fiction, reference materials, newspapers, Local History materials and e-books. The Library also reserves the right to refuse to lend materials (such as local histories, rare materials or other items as determined by the librarian) or to ask the borrowing library to restrict use of materials lent.

If an item cannot be borrowed, the patron can request photocopies be made, subject to copyright and staff time limitations.

The Library will not provide loans to other libraries of high demand material if local patrons have outstanding hold requests for those items.

*D. Turnaround Time* - The library will provide quick turnaround on most requests, usually responding within two (2) business days.

*E. Loan Period* - Items commonly will be loaned to the requesting library for five weeks. This allows for transit time to the requesting library and check out to the patron. A due date will be assigned when the item is picked up by the patron. Items will be considered overdue at this library if they are not returned by the item due date.

*F. Charges* - The Nyack Library will not charge for lending materials, except for insurance, photocopy, fax or mailing costs, if any. The library will charge the borrowing library for materials that are overdue, damaged, stolen or lost on Interlibrary Loan.

*G. Overdue and Lost material charges* - Lost, damaged or stolen Interlibrary Loan materials are subject to The Nyack Library rules and regulations. Upon notice that an item cannot be returned, Nyack Library staff will provide the borrowing library with the charge for that material.

Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrowing library.

*H. Photocopies* - Up to 5 pages will be provided, within copyright limits. There is a fifty-cent (50¢) per page charge for photocopies. Materials will be photocopied from hard copy.