

INTERLIBRARY LOAN (ILL)

An interlibrary loan (ILL) is a transaction in which library books are made available by one library to another upon request. The purpose of ILL is to obtain library books not available at the Green Free Library. Request forms are available at the circulation desk and should be signed and completed in the library. Adult patrons must be a library member in good standing for at least six months before requesting ILLs and live in the Wellsboro Borough or one of the following townships: Charleston, Delmar, Duncan, Gaines, Middlebury, Morris, or Shippen. All other patrons must place requests at their home libraries. Upon receipt of the items, individuals are responsible for the safety and proper handling of their ILL materials. Patrons will be held financially responsible for damage to or loss of an ILL item. Continued disregard of due dates and the mishandling of ILL materials are sufficient reasons for suspension of ILL borrowing privileges.

A loan of a book may be requested from another library, but the lending library will decide in each case whether or not a particular item can be provided. Most libraries will not ordinarily lend the following types of materials:

- Newly published material (usually up to one year)
- Old, rare, or valuable material
- Reference and genealogical material
- Audio books, VHS tapes, and DVDs
- Material in high demand at the lending library
- Scripts, screen plays, libretti, and scores
- Electronic books and computer software
- Periodicals and journals
- Multi-volume sets

There is no fee for placing an ILL request. However, donations will be accepted to help off-set the cost of postage. Patrons will be notified by telephone when the material arrives. Items are kept at the Circulation Desk for three days after the patron is notified. If books have not been claimed, the patrons will be notified a second time. Items not picked up after the second notice will be returned to the lending library. Inform the library three days prior to the due date if a renewal is requested; however, all materials are subject to the lending libraries' policies.

Requests for alternative print formats will not be accepted for books currently owned by the Green Free Library.

*Approved by The Green Free Library Board of Directors
June 15, 2014*

