



CIRCULATION POLICY

INTERLIBRARY LOAN

Interlibrary loans are transactions in which library materials are obtained from libraries other than the Berwyn Public Library. The following guidelines govern the Interlibrary Loan Services provided by the Berwyn Public Library:

- The Berwyn Public Library will perform Interlibrary Loan transactions for materials within our library system (Metropolitan Library System) at no charge.
- Items not available within our system will be ordered for Berwyn residents only. Non-residents will be referred to their home library.
- For materials ordered from out-of-state there is a fee per item requested.
- The Berwyn Library cannot request types or formats of materials which they own but do not make available to other libraries through ILL.
- Interlibrary loan materials will circulate for the time allowed by the loaning library, which may be less than the time normally allowed by the Berwyn Public Library.
- The Berwyn Public Library materials' limit policy on non-print materials will also apply to Interlibrary Loan items.
- The staff at the Berwyn Public Library may, at their discretion, limit the number of requests a patron may make at one time.
- All ILLINET and OCLC items must be returned to the Berwyn Library.
- Interlibrary Loan items may be renewed for system ILL if a renewal is allowed by the lending library. ILLINET and OCLC materials cannot be renewed. Overdue ILL items cannot be renewed.
- Routing bands (gold, pink, or white) may not be removed from ILL items. There will be a charge for any Interlibrary Loan item returned without the band.
- If an overdue ILL item reaches billing stage, and the loaning library sends a bill to the Berwyn Library, the patron will be contacted by phone and given 1 week to return the item. If the item is not returned after that time, the bill will be paid by the Berwyn Library and the patron must refund the cost to the Berwyn Library. Once an item is paid for, the loaning library will not accept the item back.



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- The Berwyn Public Library adheres to all guidelines set forth in the Metropolitan Library System Interlibrary Loan Policy.
- The Berwyn Public Library reserves the right to revoke the Interlibrary Loan privileges of any patron for any abuse of this policy.