



## **THE YOCUM LIBRARY INTERLIBRARY LOAN POLICY**

The Yocum Library follows the Pennsylvania Interlibrary Loan Code and the National Interlibrary Loan Code.

### **ILLs Originated by The Yocum Library**

An interlibrary loan is a request for materials which are owned by libraries outside of the Yocum Library or the Advanced Library Information Network (ALIN) of Berks County. Requests for cataloged items which are available through ALIN are intralibrary loan requests; these requests are processed using the ALIN intralibrary loan procedures. However, requests for periodical articles which are available in libraries of the ALIN system are considered interlibrary loans.

The Yocum Library's commitment to service to its patrons provides the foundation for its provision of interlibrary loan services. However, due to the costs involved in the interlibrary loan process, this service is provided only to members of the RACC community (students, staff, faculty, trustees), their families, and to RACC alumni who are not current students at another college or university. Other library patrons should be referred to their public library or college library to obtain interlibrary loan services.

Members of the RACC community who are eligible for interlibrary loan services must have current library cards, no outstanding fees or charges, no overdue materials, and no blocks against their records. The Yocum Library reserves the right to deny interlibrary loan services to anyone who has not complied with the interlibrary loan procedures in the past.

Because of the delay involved in obtaining interlibrary loan materials, an interlibrary loan request should be the product of a session with a reference librarian, so that the patron is first provided with as much information as possible from the Yocum Library's resources. Online interlibrary loan request forms must be completed by the eligible library patron.

The Yocum Library reserves the right to refuse a request which violates local, state, or federal laws, such as, but not limited to, copyright violations.

### **Costs**

Internal costs of interlibrary loan transactions are part of the library budget. Any additional charge which is set by the lending library is to be paid by the library patron who originates the request.

Library patrons, who do not pick up interlibrary loan materials within two weeks of notification, may not be eligible for future interlibrary loan requests.

Library patrons, who do not return interlibrary loan materials on time, will be responsible for all charges and expenses which are levied by the lending library.

### **ILLs Requested By Other Libraries**

The Yocum Library accepts interlibrary loan (ILL) requests from organized libraries in the United States and its territories and from international libraries that provide proof of location. Requests are accepted by OCLC, by mail, by phone, or by e-mail.

The Yocum Library reserves the right to refuse a request which violates local, state, or federal laws, such as, but not limited to copyright violations.

Materials are lent to other libraries regardless of format. Availability of items depends on the need for the material by Yocum Library patrons. Photocopies of periodical articles which are sent as an ILL request need not be returned by the requesting library. In most cases, materials on reserve or in reference cannot be loaned. The typical loan period is one month. Renewals may be permitted on a case-by case basis.

### **Costs**

The Yocum Library lends materials without charge to Berks County libraries, Pennsylvania community college, Pennsylvania state universities, Pennsylvania state correctional institution libraries, as well as to any libraries that do not charge The Yocum Library for ILL requests. The Yocum Library lends materials at a fee to libraries who charge The Yocum Library for ILL requests and to for-profit institution libraries.

Fees to be charged:

Returnable loan of item	\$20.00 per request
Non-returnable loan of item	\$20.00 per request

Borrowing libraries who do not return ILL items to the Yocum Library by the date set by the Head of Interlibrary Loan will be charged the replacement cost plus \$15.00 processing charge per item. If an item cannot be replaced, a default cost plus the processing charge will be billed to the library:

- \$15 for a mass market paperback
- \$25 for a trade paperback
- \$75 for a hard back book
- \$30 for a feature film
- \$200 for a documentary film