



# Interlibrary Loan Policy

Approved by: Eastern Counties Regional Library Board

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Interlibrary Loan (ILL) Service allows Eastern Counties Regional Library (ECRL) users to borrow materials from other libraries in Nova Scotia or the rest of Canada if the item is not available for borrowing within the Same Page collection. ECRL will obtain the item from the lending library on behalf the ECRL user. The item will be then borrowed using the user's ECRL card. ILL Service is available to anyone with an ECRL card with full borrowing privileges.

Library users who habitually return items overdue or fail to follow requirements (including not paying ILL charges when applicable, failure to pick up requested items, etc) may incur a suspension of their ILL privileges. ECRL Management has authority to suspend or reinstate privileges.

The following materials are available to be requested and borrowed through the ILL service:

- Books in regular or large print format
- Book club kits (within Nova Scotia only)
- Archival materials on microfilm
- Articles from magazines and journals
- Audio books on CD
- Playaways
- Music CDs
- Feature and non-fiction films on DVD
- National Film Board of Canada (NFB) videos and DVDs
- Described movies in DVD or VHS format
- Braille Books

## Use of Materials

Materials may be picked up at any branch of Eastern Counties Regional Library, or via ECRL's Borrow by Mail service. Some materials may only be available for use within the library.

Microfilm materials will be available for use only at library locations where a microfilm reader is available. Microfilm materials are available for in-house use only.

Materials must be picked up within 10 days, or before the due date (whichever date comes first).

Renewals of ILL materials are not permitted. The lending library decides the length of the lending period for ILL materials. There are no exceptions to this rule.

## Fees

If charges are levied by the lending library, these fees will be passed on to the borrower.

Any charges for ILL materials must be paid at the time of pickup.

Users are responsible for all ILL materials borrowed on their library card, including proper care and control of items in their possession even when in use within the library. If materials are lost or damaged, the borrower is responsible for replacement costs in accordance with the policies of the lending library (not ECRL's).

## Questions?

If you have any questions or concerns about this policy or its related procedures please contact [admin@ecrl.ca](mailto:admin@ecrl.ca).