



Interlibrary Loan Policy

Approved by: Eastern Counties Regional Library Board

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The Eastern Counties Regional Library (ECRL) Interlibrary Loan (ILL) service allows ECRL users to borrow materials from other libraries in 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 account. ILL services are available to all library users with full borrowing privileges.

Materials are available to be requested and borrowed through the ILL service if they have been published/released in North America more than 12 months before the date of the ILL request. Library users can submit up to 5 ILL requests per week. The following items can be requested:

- Books in regular or large print format
- Book club kits (sourced 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

Submitting Requests

Library users can submit requests via the following methods:

- Users can fill out and submit ECRL's Interlibrary Loan Request Form on the ECRL website (<https://ecrl.ca/using-the-library/ill-request>)
- When visiting a library branch, users can ask Library Assistants to submit the request on their behalf
- When calling a library branch or the ECRL Regional Office, users can ask Library Assistants to submit the request on their behalf

Use of Materials

Most materials borrowed via ILL may be picked up at any branch of ECRL, via Curbside Pickup at the ECRL Regional Office, or via ECRL's Borrow by Mail service. However, some Reference materials will only be available for use within library branches, and microfilm reels and slides will be available for in-library use only at library branches where a microfilm reader is available.

Once available for pickup at the requested pickup location, items must be picked up within 10 days, or before the due date (whichever date comes first).

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

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.

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 checkout.

Users are responsible for all ILL materials borrowed on their library account, 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 may be 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 ECRL's Director, Collections and Technology via email at admin@ecrl.ca