

Hellertown Area Library Interlibrary Loan (“ILL”) Policy

The Hellertown Area Library will provide interlibrary loan services as outlined in the Pennsylvania Interlibrary Loan Procedures Manual to all patrons. Patrons requesting interlibrary loan privileges must have current Hellertown Area Library cards and be unencumbered of all fines and overdue materials.

The purpose of interlibrary loan is to supplement our current library collection. Material requested from another library should be limited to those items which do not support our materials selection policy or for which demand is limited.

Items can take several weeks to arrive. If you no longer need an item, please notify us as soon as possible. While Hellertown Area Library does not charge for ILL requests, extra charges apply in some instances. If an item is not picked up, Card Holder will be charged a processing fee of \$3.00 upon return to the originating library. Occasionally, lending libraries charge borrowing fees. In such cases, we will discuss with you any additional fees that may apply before processing your request. All additional fees will be collected at time of pick-up and may be paid in cash or with debit/credit card.

Due to recent changes at the Bethlehem Area Public Library and other participating libraries:

- Overdue materials will be assessed a \$0.25 fine per day for books and \$1.00 per day for DVD's.
- Books check out for three (3) weeks; DVD's for one (1) week - with no renewals. At times, a due date may be adjusted according to lending library's direction. In such cases, you will be notified.
- DVD's are never renewable.

Items are checked out to your account upon pick-up. We will notify you that items are ready for pick up. We are not responsible in the case of missed notices due to malfunctioning or non-existent voice mail applications, or otherwise missed messages. We ask that all borrowed ILL items be returned to the Library Front Desk or dropped in Book/Media drops, as appropriate.

If you have any questions regarding Interlibrary loans, please contact only the ILL Supervisor or Library Director, at 610-838-8381.