

Interlibrary Loan Policy

1. Purpose

The Colchester-East Hants Public Library has an Interlibrary Loan (ILL) service. We call it the ILL service in this document. The ILL service lets people borrow items from other libraries when they need to.

The purpose of this document is to outline the rules of the ILL service and how it works.

2. Definitions

Interlibrary Loan (ILL): The Interlibrary Loan (ILL) service lets people who go to the Colchester-East Hants Public Library borrow items that they cannot usually get there or at any of the other libraries who are partners with the Colchester-East Hants Public Library.

The Library: When we say "the Library" in this document, we mean the Colchester-East Hants Public Library (CEHPL).

Same Page Consortium: The group of libraries in Nova Scotia that partner together is called the Same Page Consortium. The Colchester-East Hants Public Library is a member of this group. See the [Same Page website](#) for more information about the Same Page Consortium.

3. Important Information

Anyone who has a library card and who lives in Colchester or East Hants may use the ILL service.

a. How does it work?

If a person wants to borrow an item, they must check to see if it is available through the Library and if it is not, they can ask to borrow the item through ILL.

People can borrow many different things through ILL:

- Books and magazines
- CDs and DVDs
- Other library materials

If an item is available at the Library in one format only, but the person would like the item in a different format (like large print or audiobook) they *are* allowed to ask for it through ILL.

b. Rules of the ILL Service

Some items may not be available through the ILL service. These may include:

- Brand new books or videos
- Items that a lot of people want at the same time
- New reference books like dictionaries and encyclopedias
- Items that are rare, fragile, or worth a lot of money
- Items that are too big or not in the right format for ILL

The person who borrows an item through ILL may have to pay a fee for it before it arrives.

Sometimes the Library will let the person use a special item through ILL only if they agree to use it in the Library and not take it home with them.

4. Rights & Responsibilities

The Library has the right to:

- Say no to a person asking for an ILL if the Library does not have enough staff to help with this request or if there are too many people asking for ILL at one time.
- Decide how long someone can borrow an item.
- Say no to a person's request to borrow or renew an item.

The person who borrows the item is responsible for it. If the person loses the item or damages the item, they may have to pay a fine.

5. Comments/Questions

People can send their comments and questions about the Library's *Interlibrary Loan Policy* to their [local branch manager](#).

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