



Clinton-Essex-Franklin Library System

Interlibrary Loan Policies

*Approved by the Board of Trustees
April 24, 2006*

To accomplish CEFLS' mission, which is "...to foster and improve public library service to the residents of the System area," resource sharing via interlibrary loan will be conducted according to the following general policies.

1. All books in the CEFLS/Book Pool collection are eligible for interlibrary loan to other libraries unless the book has a limited circulation.
2. The following books are limited to circulation within the CEFLS service area:
 - Bestsellers
 - High-demand books (Oprah's Book Club, movie tie-ins, etc.)
 - New books (books purchased within the last 6 months)
3. Books are loaned to member libraries for 28 days unless the lending library has a different circulation period. Books borrowed on behalf of and loaned to bookmobile patrons circulate for 21 days.
4. Interlibrary loan books are generally renewed once for the standard circulation period if allowed by the lending library.
5. Due to demand within CEFLS, audio and DVD materials are not generally eligible for interlibrary loan outside of the CEFLS service area.
6. CEFLS lends and borrows materials using these interlibrary loan networks:
 - Horizon (CEFLS' automated system)
 - ICICILL (Northern New York Library Network's automated system)
 - New York State Library
 - OCLC (Online Computer Library Center's automated system)
7. Electronic interlibrary loan systems are used whenever possible. Libraries online with the CEFLS Horizon system are encouraged to use Horizon to send interlibrary loan requests to CEFLS.
8. The OCLC network is used to borrow adult nonfiction.
9. Requests for works of fiction, placed by bookmobile patrons will be filled from within New York state using ICICILL, Horizon or the collection of the New York State Library.
10. Requests placed by correctional facility patrons will be filled from within the CEFLS system, and the New York State Library and the Northern New York Library Network. Items borrowed from the New York State Library will be limited to non-fiction items used for research purposes. Verification of correctional facility requests by the requesting correctional facility library is encouraged and will improve fill rate.
11. Materials shipped to libraries outside of CEFLS are sent via the United States Postal Service whenever possible, whether materials are being used to fill requests or are being returned to lending libraries.

12. When requests for bookmobile patrons are filled, the requested items are delivered and returned on the bookmobile. If the run is cancelled, items borrowed from other libraries may be shipped to the patron using the United States Postal Service.
13. When requests for correctional facility patrons and member libraries are filled, requested items are delivered and returned using the weekly CEFLS van delivery