

Can't find what you're looking for at the Free Library? Don't worry; we've got you covered!

Find out everything you need to know about getting the materials you want through our Interlibrary Loan Service:

WHAT IS INTERLIBRARY LOAN?

When a customer wants a book, DVD, or other item that is **not** available at the Free Library of Philadelphia, the Interlibrary Loan Department will borrow those materials from other library systems. The Free Library provides Interlibrary Loan Services to enhance and extend the resources available to its customers.

WHAT TYPES OF ITEMS CAN BE REQUESTED THROUGH INTERLIBRARY LOAN?

The Free Library can obtain a wide range of materials through Interlibrary Loan. Check out the list below!

- **Books**
- **Materials in a variety of languages**
- **Music (CDs) and videos (DVDs)**
- **Government documents**
- **Audiobooks**
- **Textbooks**
- **Copies of magazine and newspaper articles (in accordance with copyright laws)**

WHO IS ELIGIBLE TO USE INTERLIBRARY LOAN?

The Interlibrary Loan service is available to customers age 14 and older who have a valid Free Library card.

HOW LONG DOES IT TAKE?

Because our dedicated team requests materials from a variety of other libraries throughout the United States, the Interlibrary Loan process can take as little as seven days or as long as a month to receive materials, depending on the location and the availability of the item.

WHAT DOES INTERLIBRARY LOAN COST?

Most of the time, Interlibrary Loan requests are free of charge thanks to reciprocal agreements with other libraries.

When we cannot obtain an item for free, the Interlibrary Loan Department will notify you of the cost to obtain the item. At that time, you can decide if you are willing to pay the fee to get the item. Lending fees can range from \$15-\$30 depending on the type of material requested.

ARE THERE ANY ITEMS THAT CANNOT BE OBTAINED THROUGH INTERLIBRARY LOAN?

In compliance with the Pennsylvania Interlibrary Loan Code, the Free Library of Philadelphia is unable to obtain the following kinds of materials:

- **Best sellers and newly published materials (within 12 months of publication)**
 - **Titles owned by the Free Library of Philadelphia system**
 - **Full issues and/or volumes of magazines, newspapers, and journals**
 - **Rare books, special collections, and archival materials**
 - **Licensed computer software data files**
 - **Ebooks**
-

WHAT ARE THE GUIDELINES FOR USING INTERLIBRARY LOAN?

We've got just a few guidelines that customers must follow in order to use our Interlibrary Loan service.

Individuals must have a valid Free Library card with no fines or overdue materials to request materials through Interlibrary Loan. Customers may make up to three Interlibrary Loan requests at a time. (This limit includes any combination of outstanding requests and materials already on loan.)

Like all other Free Library materials, Interlibrary Loan items must be returned by the due date on the label. Interlibrary Loan items not returned on time will result in a fine of \$2.00 per day. Be sure to get your materials back on time so your card remains fine free!

To renew Interlibrary Loan materials, please call the Interlibrary Loan Department five business days in advance of the due date. *(Note: Renewals of Interlibrary Loan items are determined by the owning library, and some libraries have a no-renewals-granted policy.)*

Remember our librarians are available to answer any questions you might have about the interlibrary loan process!



**Parkway Central Library
Interlibrary Loan Department**

1901 Vine Street | Philadelphia, PA 19103-1189
215.686.5360 | freelibrary.org
illrequest@freelibrary.org

INTERLIBRARY LOAN A USER'S GUIDE



freelibrary.org

