

Interlibrary Loan

The Ocean County Library (OCL) provides a free of charge interlibrary loan (ILL) service which permits patrons to obtain materials not owned by OCL from other libraries throughout the United States.

What is interlibrary loan (ILL)?

“Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.” (Interlibrary Loan code for the United States, ALA, 2001)

Are materials loaned from one OCL branch to another, considered interlibrary loans?

No, all materials owned by OCL are loaned through regular holds procedures. Please be sure OCL does not own an item by searching the online catalog before making an ILL request.

Who is eligible for interlibrary borrowing?

Any patron with a valid Ocean County Library card in good standing may request materials through ILL. However, we encourage customers with reciprocal borrowing privileges to place any interlibrary loan requests through their home library.

What is available through ILL?

Books, movies, sound recordings and more are available through ILL. Customers who would like to request microfilm or photocopies should contact the staff at their local branch. Ocean County Library (OCL) will attempt to borrow from other libraries systems (locally, regionally and nationally) titles that OCL does not own or does not plan to purchase.

What is not available through ILL?

Lending policies vary from library to library. Many libraries will not lend audiovisual materials of any kind, local history or genealogy materials, reference materials, current year publications or bestsellers and materials from special collections. While every effort will be made to locate the desired materials, finding a library willing to lend is not guaranteed.

How are interlibrary loan requests placed?

Once a patron has determined that the Ocean County Library (OCL) does not own the desired material, the WorldCat online database may be searched. Patrons may place interlibrary loan requests online through the OCL request form or by contacting OCL staff.

How long does it take to receive an ILL?

The average time for an ILL request is 2 to 3 weeks from the date of submission. Some requests can take much longer; up to 3 months. Materials may be readily available from local or regional lenders or may require 2 – 3 attempts by staff before a lender is found.

Are patrons notified when interlibrary loan materials are available?

Yes, patrons are notified of available ILL holds in the same manner as regular holds. A notification will be received according to the patron's preference. Patrons will have 10 days to pick up their ILL request.

Are there any fees charged to the patron for this service.

No, this is a free service provided by OCL, but there is a \$5.00 non-pick-up fee added to the patron's account if they do not pick up their ILL after it is shipped from the lending library (it will be held for pick-up for 10 days). There is also a \$.50 per day overdue fine for ILL items returned late.

Is the checkout period for an ILL the same as that for most OCL materials? Can the due date be extended?

Yes, the checkout period is 3 weeks. Request for renewals should be made before the due date if possible. ILL materials may have one 7 day extension if the item is not overdue.

Where do patrons return ILL materials?

ILL materials can be returned at any of the 21 Ocean County Library locations; however, they must never be returned in a book drop.

What if an interlibrary loan request is no longer needed?

Patrons must contact OCL staff to cancel an ILL request. A patron may be charged a \$5.00 fee per item if shipping charges have been incurred.

Is there a charge if an interlibrary loan item is not returned or returned damaged?

Yes, the safety of the borrowed materials is the responsibility of the patron. In case of loss or damage, the patron is obligated to meet all costs of repair or replacement, in accordance with the preference of the lending library. Customers will not be permitted additional ILLs until any issues of loss or damage are settled.

Why do some interlibrary loan requests go unfilled?

In most cases lenders cannot be found for an item because the item is either: on loan; missing; non-circulating; too new; or involves a fee. OCL only borrows from libraries that do not charge fees. However, if a patron is willing to pay the borrowing fee, an attempt will be made to acquire the item. If OCL cannot obtain the ILL material an "Unfilled" message will be placed on the patron's account.