



## **Interlibrary Loan FAQ's**

### **1. What is Interlibrary Loan?**

Interlibrary Loan is a service that allows card holders to borrow materials not owned by the Hunterdon County Library System. Please keep in mind that many libraries do not loan recently published, high-demand, rare, or fragile materials.

### **2. Who can use Interlibrary Loan?**

Anyone with a valid Hunterdon County Library card and less than \$5.00 in fines, fees or overdue charges can place an Interlibrary Loan request.

### **3. How long does it take to get an item?**

Generally, it will take anywhere from 2-5 weeks.

### **4. How many items can be requested?**

You may have only 3 active Interlibrary Loan requests at any one time, because of limited loan periods. Active requests include those in the search process, as well as those currently checked out.

### **5. How do I place an interlibrary loan request?**

Please visit our [Interlibrary Loan page](#) and follow the procedures using the [Jersey Cat](#) instructions.

### **6. There are 60 people on hold for an item I want. Can I get it through Interlibrary Loan?**

If our library system owns the item, we do not request it through Interlibrary Loan. Please use our [Online Catalog](#) and place a hold on the item. If the status of the item is Lost, Missing, Withdrawn in the online catalog, we can request it through the Interlibrary Loan process for you.

### **7. How much does an Interlibrary Loan cost?**

The Hunterdon County Library System does not charge for Interlibrary Loan services. We make the best attempt to fill the requests through non-charging libraries. Some libraries, however, do charge fees, which are passed on to the borrower with prior approval.

### **8. What is the loan period?**

The loan period is 2 weeks, except VHS/DVDS which have a 1 week checkout period.

### **9. What is the fine for overdue Interlibrary Loan items?**

The fine is \$.20 per day for all items except for VHS/DVDS, which are \$1.00/day. Maximum fines are \$10.00 per item, unless the item is not returned. Full replacement cost, processing fees, and overdue fines may apply.

### **10. What happens if I lose or damage an Interlibrary Loan item?**

You will be responsible for paying any charges determined by the lending library.

### **11. Can I renew an Interlibrary Loan item?**

Lending libraries determine the due dates of items and generally do not grant renewals, as each always has to keep their own patrons in mind. Please return materials as soon as possible. If you must renew, please contact the [Interlibrary Loan Department](#).

### **12. Where do I return Interlibrary Loan materials?**

ILL materials can be returned to any county library, EXCEPT for Flemington Public Library, Milford Public Library, & Lambertville Public Library.