

Suffern Free Library - Inter-Library Loan

Approved by Suffern Free Library Board of Trustees May 24, 2022

This policy supersedes all prior policies and practices relative to this subject.

It is our goal to provide free and efficient interlibrary loan service to any valid cardholder of the Ramapo Catskill Library System. Towards this end, we:

- Place holds on any item held in the Ramapo Catskill Library System libraries unless there are restrictions.
- Borrow/Lend from any library in the United States for any item requested.
- Purchase items to fill a request if the item is of general interest and would be an asset to our collection.

Restrictions:

The Suffern Free Library will not borrow or send for material if the library cardholder has a block on his/her card placed by any library in the System. The patron will be asked to satisfactorily clear the blocks before we pursue their request.

The cost of our Inter-Library Loan service is born primarily by RCLS. With this in mind, we will encourage patrons to use the home library their taxes support, yet willingly obtain any materials we can.

If the material requested is not readily available in the RCLS system, we will contact the patron before pursuing the request to confirm that they are aware of the time it will take and possible incurred costs.

We will honor the restrictions by the owning library concerning Inter-Library Loan. Nobody except the Library Director and the Head of Reference will make a special request for borrowing any material.