

Interlibrary Loan Procedures

For district member libraries outside of the Lycoming County Library System.

Borrowing Items Through ILL

Due to increased costs with the Interlibrary Delivery System of Pennsylvania (IDS), the district headquarters asks libraries to limit patrons to 3 requests all at once.

The District Library Center lends books, audios and DVDs. We will honor up to 3 book club requests and they must be submitted individually. Member libraries are encouraged to consider purchasing items that may have broad patron appeal before requesting it through interlibrary loan.

As a district member library, please use the specified form found at <https://northcentrallibraries.org/inter-library-loan/>. Requests must be completed by a library staff member. The form can accommodate up to 3 requests at a time.

Please note that the form asks for two emails; the staff person requesting the ILL and the library email. If there is no library specific email, the staff person's email may be entered twice.

Once the form is submitted, the ILL specialist will search the Lycoming County Library System first. If not found, AccessPA is searched. If not found in AccessPA, OCLC is searched. If the item isn't available through OCLC, the request will be canceled and the library will be notified.

Requests for items less than 6 months old can not be filled and the library will be notified to consider the item for purchase.

Once items arrive at the district headquarters, the ILL specialist will process them and send the item(s) to the requesting library via IDS. Packages are sent once per week to keep the number of packages down. The member library checks out the item to the patron using the due date listed on the book strap provided. Please remind patrons to leave the book strap in place. The lending library determines due dates and they are not to be altered without the lending library's approval. This process can only be done by the ILL specialist.

Renewing ILL Items

The district member library should call the ILL specialist with a renewal. All requests should be called in 3 to 5 business days before the due date to allow the lending library time to respond. ILL items can be renewed only once (and some



not at all due to the lending library's rules). Only once the lending library has responded to the request should the due date be altered.

Returning ILL Items

To use postage paid return, go to [this link](#). The link can be added to your computer's desktop as a shortcut for easy access. Prior to creating a label, the browser must be set to allow pop-ups on the page.

Fill in each field using the library name as the customer name and related fields.



Fill out a couple of simple pieces of information, and you'll be on your way. We'll help you get your shipping label in minutes.

** Denotes a required field*

Merchant Name

JAMES V BROWN LIBRARY RETURNS

Shipping Information

Enter Your Address Information

* Customer Name

* Street Address

Apt / Suite / Other

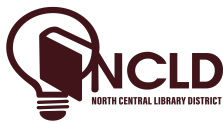
* City

* State

-- Please select a state --

Zip

Click Next and select NO.



Shipping Information

Merchant Name **JAMES V BROWN LIBRARY RETURNS**
Customer Name **Galeton Public Library**
Customer Address **5 Park Ln**
Galeton PA 16922 1201

Hazardous Materials

Hazardous materials (HAZMAT) are things that could injure people or cause damage if not handled properly.

Some HAZMAT—like mercury, ammunition, and explosives—are prohibited: They can't be sent in the US Mail. (**Stop** and check with another carrier).

Other HAZMAT can be mailed when it's properly labeled and handled.

Help us label and handle your package correctly:

Does anything in your package contain hazardous materials? This includes electronics with lithium batteries and perfumes that contain alcohol. (For more info, see [Domestic Shipping Restrictions, Prohibitions, & HAZMAT.](#))

Yes

No

Enter the package information and click next.



* Denotes a required field

Shipping Information

Merchant Name **JAMES V BROWN LIBRARY RETURNS**
Customer Name **Galeton Public Library**
Customer Address **5 Park Ln**
Galeton PA 16922 1201
Hazardous **No**

Enter Package Information

Merchandise Description

Please describe what you are returning. e.g. "Running Shoes"

* Service Type

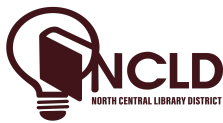
USPS Ground Advantage™ Heavyweight Return

* Label Type

4X6

Next

Select print label.



Shipping Information

Merchant Name **JAMES V BROWN LIBRARY RETURNS**
Customer Name **Galeton Public Library**
Customer Address **5 Park Ln**
Galeton PA 16922 1201
Hazardous **No**
Service Type **USPS Ground Advantage™ Heavyweight Return**
Label Size **4X6**
Insurance **No**

How Would You Like Your Label Delivered?

Print at a Post Office™ Location

No Printer Required

Receive your label as a QR Code® and let us do the label printing.

Click [here](#) for more information.

☐ Email QR Code (requires 4x6 Label Type)

Print at Home

Printer Required

Receive your label directly and you do the label printing.

☐ Print Label (PDF)

☐ Email Label

Each label has a unique Intelligent Mail® Tracking number and may only be used once.

A pop-up window will open with the label for you to print. If the browser blocks the pop-up, change the browser settings to allow pop-ups and then refresh the page. Labels can be printed on regular copy paper, but they must be cut out and taped securely to the package.

Please consolidate shipments and only print labels as needed. Each label has a unique tracking number, and the system will only keep the numbers unique for 120 days.

ILL Contacts

Jennifer Heimbach

ILL Professional

570.326.0536 x 194

jheimbach@jvbrown.edu

Marci Hubler

Collections & Technical Services Director

570.326.0536 x 103

mhubler@jvbrown.edu