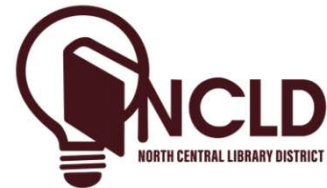


North Central Library District

Interlibrary Loan Informational Session
March 25, 2026



AGENDA



- Review District-wide ILL
- Share the current process
- Learn about ways we are examining efficiency
- Hear your feedback

Why District ILL Services?

Title 22 Chapter 141.22 Plans for the Use of State Aid

(4) Interlibrary loan service shall be provided to the libraries in the district in accordance with the most current edition of "Pennsylvania Interlibrary Loan Code." The service shall be supervised by a librarian with a professional certificate and the assistance of appropriate support staff. Provision shall be made for obtaining materials which are not available at the district library center from the regional resource libraries and other libraries.

Why District ILL Services?

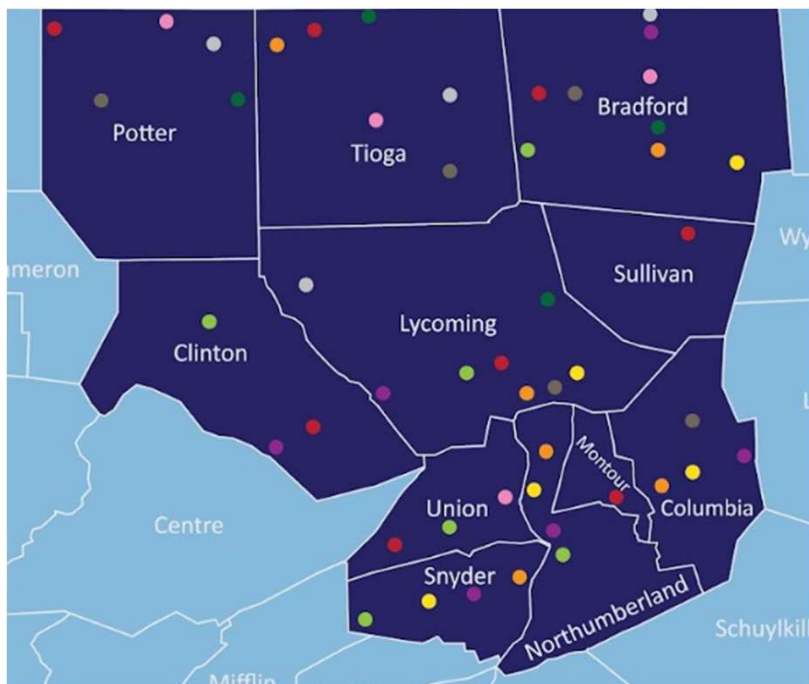
Title 22 Chapter 141.22 Plans for the Use of State Aid

(5) The library shall be responsible for developing an interlibrary delivery system using public transportation, special vehicles, or other means if existing public delivery services will not result in delivery within 1 week.

[Title 22 Ch. 141](#)

Our District

- 40 Libraries
- 11 Counties
- Over 7,700 square miles
- Serving over 500,000 PA residents
- Limited funding



Different ILL Services Currently Provided by the District Center

District Center manages:

- All Borrowing and Lending
- All Borrowing
- Some Borrowing:
 - Some items from the District Center
 - Some items directly from lending libraries

All Borrowing and Lending Services

- Lycoming County Library System (LCLS)
- Borrowing - Library submits a request to the District Center via ILL form on the staff website
- Lending - District Center receives requests from other libraries
- District Center manages request, receipt, processing, and shipping all items for both borrowing and lending

All Borrowing and Some Borrowing

All Borrowing:

- Library submits a request to the District Center via ILL form on the NCLD website
- District Center manages request, receipt, processing, and shipping of all items

Some Borrowing:

- Library submits a request via SHAREit in Access PA- District Center is in the lending string
- District Center fulfillment - District Center manages receipt, processing, and shipping
- Other library fulfillment - process is managed between the library and the lending library

Long Range Considerations

We are evaluating current processes and procedures identifying areas for improvement:

- Working with HSLC (Hosting Solutions & Library Consulting) to improve the SHAREit software configuration for the district
- Considering areas of the current process that can be streamlined.

Interlibrary Loan Process

- Library ILL Request Submissions
- District Center Fulfillment and Processing
- District Center Shipping
- Library Receives ILL Items
- Library Requests Renewals
- Library Returns Items to the District Center

District Center Processing

Requested items arrive at the District Center for processing before being shipped to your library.

LCLS	All Borrowing	Some Borrowing
LCLS Book Strap	NCLD Book Strap	NCLD Book Strap
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Interlibrary Loan PLEASE LEAVE THIS STRAP IN PLACE \$5 CHARGE FOR DAMAGED OR MISSING STRAPS <i>Return to your pickup library</i></p> </div> <p>Borrower: Jane Doe</p> <p>Notify by: 1234567890</p> <p>Borrowed from: Carnegie Library of Pittsburgh</p> <p>ILL number: 987654321</p> <p>Title: War and Peace</p> <p style="text-align: center;">DUE DATE: 4/25/26</p> <p style="font-size: small; margin-top: 5px;">*Renewals can only be granted by the owning library. Contact your pickup library 3-5 days before due date to request a renewal.*</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Interlibrary Loan PLEASE LEAVE THIS STRAP IN PLACE \$5 CHARGE FOR DAMAGED OR MISSING STRAPS <i>Return to your pickup library</i></p> </div> <p>Borrower: Your Library</p> <p>Notify by: 1234567890</p> <p>Borrowed from: Carnegie Library of Pittsburgh</p> <p>ILL number: 987654321</p> <p>Title: War and Peace</p> <p style="text-align: center;">DUE DATE: 4/25/26</p> <p style="font-size: small; margin-top: 5px;">*Renewals can only be granted by the owning library. Contact your pickup library 3-5 days before due date to request a renewal.*</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Interlibrary Loan PLEASE LEAVE THIS STRAP IN PLACE \$5 CHARGE FOR DAMAGED OR MISSING STRAPS <i>Return to your pickup library</i></p> </div> <p>Borrower: Your Library</p> <p>Notify by: 1234567890</p> <p>Borrowed from: Carnegie Library of Pittsburgh</p> <p>ILL number: 987654321</p> <p>Title: War and Peace</p> <p style="text-align: center;">DUE DATE: 4/25/26</p> <p style="font-size: small; margin-top: 5px;">*Renewals can only be granted by the owning library. Contact your pickup library 3-5 days before due date to request a renewal.*</p>

District Center Shipping to the Library

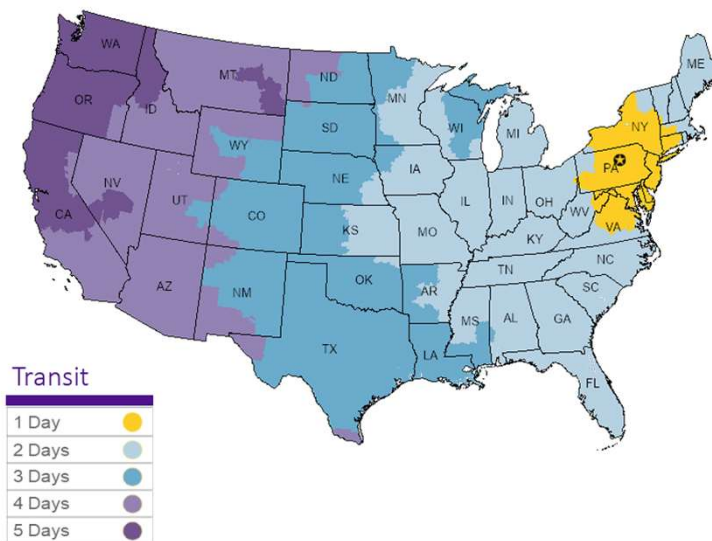
LCLS	All Borrowing	Some Borrowing
Transited by county courier	Shipped via FedEx	Shipped via FedEx

Changes to Shipping

- Moved shipping day from Friday to Wednesday.
- Rather than shipping on Friday and items arriving on Monday. Items will ship on Wednesday and arrive on Thursday, improving shipping time.

FedEx Ground Transit Map

Origin: 17701



This map is a general representation of transit times; for specific transit information, please refer to [fedex.com](https://www.fedex.com). This map illustrates service schedules in business days as of 3/15/2025 for FedEx Ground shipments.

Library Receives ILL Items

- When items arrive at your Library, check them out using the due date printed on the book strap.
- Dues dates are determined by the lending library.

Library Requests Renewals


- Renewals are limited to 1 per item.
- Submit renewal requests to the District Center 3 to 5 business days prior to the due date.
- All renewals are approved by the lending library.


LCLS	All Borrowing	Some Borrowing
<ul style="list-style-type: none"> • LCLS ILL Renewal Request Form on the JVB staff page • Notification - Email to requester <p>staff.jvbrown.edu</p>	<ul style="list-style-type: none"> • NCLD ILL Renewal Request Form on the NCLD website • Notification - Email to requester <p>https://northcentrallibraries.org/inter-library-loan</p>	<ul style="list-style-type: none"> • SHAREit • Notification - Item Status in SHAREit

Library Returns Items to the District Center

- Items must be returned with the vinyl book straps.
- There is a \$5 fee for missing or damaged book straps.

LCLS	All Borrowing	Some Borrowing
Transited by county courier	<p>The District Center provides pre-paid postage on the district website via USPS:</p> <p>https://northcentrallibraries.org/inter-library-loan/</p>	<p>The District Center provides pre-paid postage on the district website via USPS:</p> <p>https://northcentrallibraries.org/inter-library-loan/</p>


Customer Self-Service



Generating a Returns Label is as Easy as 1-2-3.

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

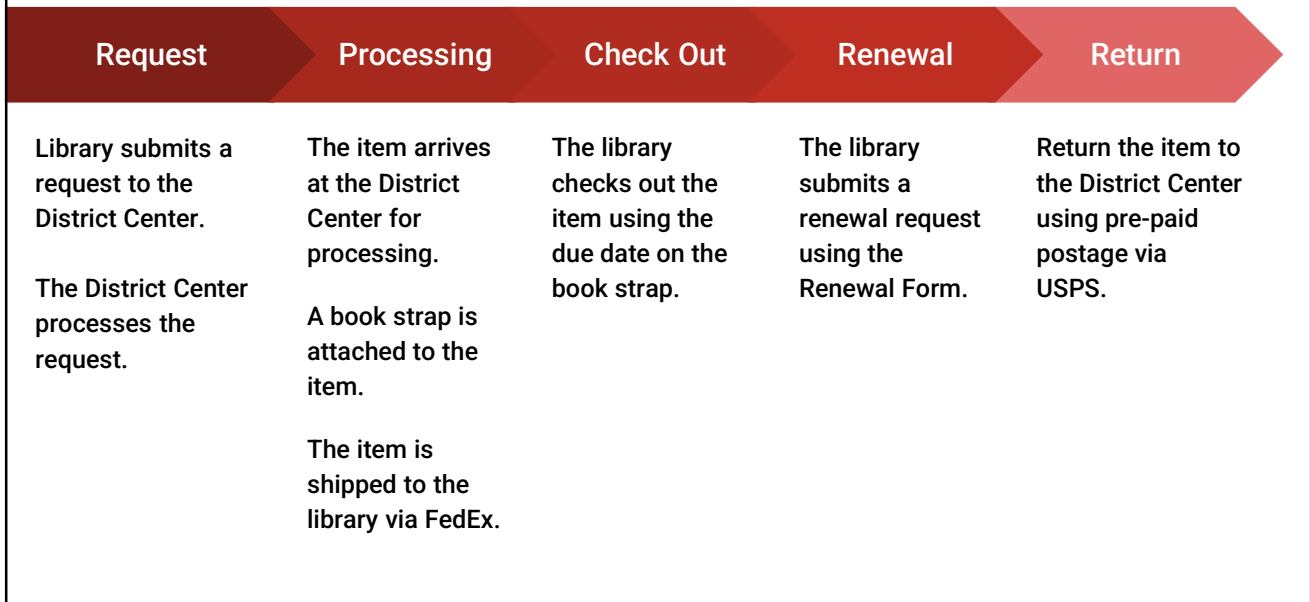
* Customer Name

* Street Address Apt / Suite / Other

* City

* State Zip

Interlibrary Loan Summary



Thank you for attending!

northcentrallibraries.org

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