



Interlibrary Loan (ILL) Policy

Approved by: Eastern Counties Regional Library Board
Approved Date: April 18, 2019
Effective Date: May 1, 2019

Interlibrary Loan (ILL) Service allows Eastern Counties Regional Library (ECRL) customers to borrow materials from other libraries in Nova Scotia or the rest of Canada if ECRL does not own a copy of the requested item. ECRL will obtain the item from the lending library on behalf the customer. The item will be then borrowed using the customer's ECRL card. ILL Service is available to anyone with an ECRL card with full borrowing privileges.

Library users who habitually return items overdue or fail to follow requirements (including not paying ILL charges, fines, photocopy charges, failure to pick up, or not paying replacement/damage costs) may incur a suspension of their ILL privileges. The Chief Librarian or Deputy Chief Librarian has authority to suspend or reinstate privileges.

The following materials are available through the ILL service:

- Books in regular or large print format
- Book club kits (within Nova Scotia only)
- Archival materials on microform
- Articles from magazines and journals
- Audio books on CD
- Playaway machines, within Nova Scotia public libraries, for people who are visually impaired.
- Music CDs
- Feature and non-fiction films on DVD
- National Film Board of Canada (NFB) videos and DVDs
- Videos and DVDs from the Special Needs Parenting Collection
- Materials available from CELA (Centre for Equitable Library Access)
- Audio CDs of books and magazines in DAISY format
- Described movies in DVD or VHS format
- Braille Books

Use of Materials

Materials may be picked up at any branch of Eastern Counties Regional Library. Some materials may only be available for use within the library.

Microfilm materials will be available for use only at library locations where a microfilm reader is available. Microfilm materials are available for in-house use only.

Materials must be picked up within seven (7) business days.

Renewals of ILL materials are not permitted. The lending library decides the length of the lending period for ILL materials.

Fines and Fees

If charges are levied by the lending library, these fees will be passed on to the borrower.

Any charges for ILL materials must be paid at the time of pickup.

Users are responsible for all ILL materials borrowed on their library card, including proper care and control of items in their possession even when in use within the library. If materials are lost or damaged, the borrower is responsible for replacement costs in accordance with the policies of the lending library.

Questions?

If you have any questions or concerns about this policy or its related procedures please contact the Chief Librarian at 1-855-787-7323.