

Interlibrary Loan Policy

If you cannot find what you are looking for in the Library Catalog, you may submit an interlibrary loan (ILL) request by one of the following methods:

1. Enter your own ILL request online on the ILL system – currently called JerseyCat
2. Call or come into the library and place your request with a member of the library staff
3. Complete an online ILL request form on the Library Website

The ILL system (JerseyCat), is periodically updated by the State Library of New Jersey. When such updates or changes are made, the library will provide notification of the change on our website along with any necessary instructions, and staff will be available during operating hours to provide assistance.

High volume and special requests: If more than 3 items need to be requested, the ILL Coordinator will notify the requestor if any special measures are to be taken.

We may have difficulty borrowing materials that were published or released less than 6 months before the date of the request. In such cases, the requestor will be notified. If the requestor then wishes, the ILL request form will be forwarded to our Technical Services Department for possible purchase and addition to the library collection. The requestor will be put on a wait list for the item and once the item is available, the requestor will be notified and the item will be placed on hold for that patron for the normal hold period.

In some cases, a lending library will charge for borrowing the requested material. The staff of the Haddonfield Public Library may inquire of the requestor if he/she is willing to pay for the loaned material and if so, the maximum amount the requestor is willing to pay.

The library will not attempt to acquire Music CDs or Video content from out-of-state lenders.

Items Returned to the Library:

Upon returning the borrowed item(s), in good condition, to the Haddonfield Public Library, the patron is no longer considered liable for the item(s). The Library will ensure that the item or items are returned to the lending library and/or settle any outstanding issues with the lending library.

If an item or items are returned to the Haddonfield Public Library, but the item or items were not acquired by the Library on the patron's behalf via the ILL process, the Library may, as a courtesy, use the ILL courier service to return the item(s) to the lending library. However, in such instances, the patron is still financially liable for the item(s) until the lending library receives and charges the items back into their system. The patron will be notified that the Library is returning the item(s) on the patron's behalf, that this is a courtesy, and that if the Library is invoiced for loss of the item(s) the Library will in turn invoice the patron.

Damage to, or loss of, the item or items will be handled according to the library's Lost and Damaged Item Policy, but the Haddonfield Public Library will defer to the lending library to determine the condition of the item(s) and costs that will be incurred.

Overdue ILL items incur fines as described in the library's Fines and Fees schedule.