



The
New York
Society
Library

Interlibrary Loan Policy

53 East 79th Street
New York, 10075

www.nysoclib.org

T. 212.288.6900
F. 212.744.5832

Overview

Interlibrary loan (ILL) is a service that allows New York Society Library members to request library materials not owned by the New York Society Library and not available for circulation in the New York Public Library system from other libraries in the country.

Eligibility

Any household, individual, or educational New York Society Library member may have up to three active interlibrary loan requests at one time. Library members who owe lost library materials and have not yet paid to replace them may not use the ILL service. Library members who currently possess overdue interlibrary loan materials may not request more interlibrary loans until the overdue material is returned.

Available Materials

The New York Society Library borrows library materials from libraries across the United States. The Library does not provide international interlibrary loan service.

Please keep in mind that most libraries do not loan: books less than 12 months old, entire issues of magazines and journals, reference books, textbooks, rare books, DVDs, videos, software or compact discs. These materials cannot be requested through ILL.

Cost

The New York Society Library offers its interlibrary loan service to its members for free. However, some libraries do charge for their interlibrary loans depending on their own interlibrary loan policy. Although the Library primarily attempts to borrow from libraries that do not charge for interlibrary loans, some items may not be available without a fee. If a fee is charged, this fee is passed on to the requesting Library member. Service will be provided as inexpensively as possible.

Fees are more likely with requests for photocopies, microfilms, dissertations, and hard-to-find materials. You will be notified if an interlibrary loan will incur a fee before the Library commits to the loan. All interlibrary loan fees must be paid when you pick up the interlibrary loan material at the Library.

Submitting Requests

Members should verify that the desired item is not owned or on order by the New York Society Library and is not available for circulation in the New York Public Library system before submitting an interlibrary request. This can be done by searching both the New York Society Library's online catalog at library.nysoclib.org and the New York Public Library's online catalog at catalog.nypl.org. Librarians at the circulation and reference desks may assist you in



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determining if the New York Society Library or the New York Public Library owns the desired material.

Once you have confirmed the material you would like is not available at either the New York Society Library or for circulation at the New York Public Library, there are two ways to submit an interlibrary loan request:

1. Contact the Interlibrary Loan Librarian at ill@nysoclib.org or 212-288-6900 x215 with your membership name and the bibliographic information for the desired material. To request a book, please include the title, author, and, if possible, publication information. To request an article, please include the title of the journal or magazine, date, page numbers, author and title of the article.
2. Submit an ILL request form:
 1. Obtain an ILL request form from the circulation or reference desk or download and print it from here: [ILL request form](#).
 2. Fill out the form with as much information about the desired material as possible. It is extremely important that you print clearly. Your contact information must be complete and match the information on your library record.
 3. Return the completed form to the circulation desk, email it to ill@nysoclib.org, fax it to 212-744-5832, or mail to:
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You will receive notice in the method you indicate (e-mail, phone, or postal mail) when the interlibrary loan is ready to be picked up at the Library; we will also notify you of any problems in acquiring the interlibrary loan or if any fees will be charged by the lending library.

Delivery and Holding Times

Most books arrive at the Library within three weeks, however, response times vary. The time it takes to fill your request can vary depending on the location of the lending library and the availability of the book. The New York Society Library does not offer “rush” service. Service will be provided as quickly as possible.

The Library will hold an interlibrary loan behind the circulation desk for up to one week, after which time it will be returned to its lending library. Please note that the loan period begins the day the lending library sends the material and not the day it is picked up. If you will not be able to pick up the interlibrary loan in this time period, please contact the Interlibrary Loan Librarian at 212-288-6900 x215 or ill@nysoclib.org.



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Loan Periods

All due dates are printed on the label that is attached to the book. The loan period for each book varies, depending on the lending library; it may be less than the New York Society Library's standard four-week loan. The lending library sets the loan period for the material, which usually can range from two to six weeks. The lending library may impose restrictions on the loan, such as "in library use only" or "no renewals."

You are responsible for adhering to the due dates and restrictions specified by the lending library, as well as for all incurred lending fees, overdue fines, or lost material charges. Interlibrary Loan is dependent upon the generosity and goodwill between libraries. Please return their property on time.

Photocopies and electronic files (PDF, TIFF) of periodical articles may be kept by the Library member.

Due Date Extensions

The lending library decides on a case-by-case basis whether or not to renew interlibrary loans. If you should need to make a renewal, contact the Interlibrary Loan Librarian at 212-288-6900 x215 or ill@nysoclib.org as soon as possible, but no later than three days before the loan's due date, and a renewal will be requested. You will then be contacted regarding the lending library's decision; please keep the interlibrary loan material until you hear back from the Interlibrary Loan Librarian. Lending libraries will not grant renewals for overdue books. Any items not granted renewal must be returned to the New York Society Library by the due date or as soon as possible.

Returns

Interlibrary loans must be returned to the New York Society Library's circulation desk.

Damaged or Lost Interlibrary Loans

Please notify the Interlibrary Loan Librarian at 212-288-6900 x215 or ill@nysoclib.org immediately if you have lost or damaged interlibrary loan material. You are responsible for any overdue, damage, or lost book charges assessed by the lending library. Be aware that the lending library, not the New York Society Library, sets these costs and that they may be higher than the New York Society Library's charges. Interlibrary Loan is dependent upon the generosity and goodwill between libraries. Please be careful with their property.

Borrowing Interlibrary Loans from the New York Society Library

The New York Society Library participates in the OCLC FirstSearch interlibrary loan service (institutional symbol ZNS). If you are a librarian from another library



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or institution, please use the FirstSearch database to request materials from our Library. If you have any questions, please contact the Interlibrary Loan Librarian at 212-288-6900 x215 or ill@nysoclib.org. Interlibrary loan is transacted only from library to library. Individual patrons from other libraries should request this service from their own library.