



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 the New York Society Library offers its members for access to books, articles, and other materials from libraries across the United States.

Eligibility

Any household, dual, or individual New York Society Library member may have up to three active interlibrary loans 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.

Members should be aware that most libraries do not loan books less than 12 months old, entire issues of magazines and journals, rare books, DVDs, or CDs.

Cost

The New York Society Library offers its interlibrary loan service to its members for free, but some libraries do charge depending on their own policies. Although the Library primarily attempts to borrow from libraries that do not charge for loans, some items may not be available without a fee. If a fee is charged, it will be passed on to the requesting Library member. Members will be notified if a loan will incur a fee before the Library commits to the loan. All fees must be paid when the interlibrary loan is picked up.

Submitting Requests

To submit requests, members should follow the following steps:

1. Verify that the item you would like is not owned or on order by the New York Society Library. This can be done by searching the New York Society Library's online catalog or consulting the Circulation Desk.
2. Once you have confirmed the material you would like is not available at the Library, you can submit an interlibrary loan request one of two ways:



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Contact the Interlibrary Loan Coordinator at ill@nysoclib.org or 212-288-6900 x231 with your membership name and the bibliographic information for the desired material.

For books, include the title, author, and, if possible, publication information.

For articles, include the title of the journal or magazine, title of the article, author, volume and/or issue number, date, and page numbers.

OR

Submit an ILL request form:

Obtain an ILL request form from the Circulation Desk or download and print it from the website.

Fill out the form with as much information about the desired material as possible. Print clearly and include your contact information.

Return the completed form to the Circulation Desk, email it to ill@nysoclib.org, or mail it to:

Interlibrary Loan
The New York Society Library
53 East 79th Street
New York, NY 10075.

3. When the interlibrary loan is ready to be picked up at the Library, you will receive notice via the method you indicate, either by e-mail, phone, or postal mail. You will also be notified of any problems in acquiring the interlibrary loan or if the available lending libraries charge any fees. When picking up a loan at the Circulation Desk, specify that it is an interlibrary loan, not a New York Society Library book.

Delivery and Holding Times

Most interlibrary loan materials arrive at the Library within a week, although response and mailing times vary. The time it takes to fill a request may depend on



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the location of the lending library and the availability of the material. Service will be provided as quickly and inexpensively as possible.

The Library will hold an interlibrary loan behind the Circulation Desk until its due date, after which it will be returned to its lending library. The loan period begins the day the lending library sends the material, not the day it is picked up. If a member is not be able to pick up the interlibrary loan before the due date, they should contact the Interlibrary Loan Coordinator at 212-288-6900 x231 or ill@nysoclib.org.

Loan Periods

The loan period for each loan varies depending on the lending library and usually ranges from two to six weeks. The lending library may impose restrictions on the loan, such as in-library use only or no renewals.

All due dates are printed on the label attached to the material. The loan period begins the day the lending library sends the material, not the day it is picked up. The Library will hold the loan behind the Circulation Desk until its due date, after which time it will be returned to its lending library.

Members 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. Members are expected to be careful with other libraries' property and return loans on time.

Due Date Extensions

The lending library decides on a case-by-case basis whether to renew interlibrary loans. To request a renewal, members should contact the Interlibrary Loan Coordinator at 212-288-6900 x231 or ill@nysoclib.org as soon as possible. Members will be notified of the lending library's decision and may keep the interlibrary loan material then. Any items not granted renewals must be returned to the New York Society Library by the due date or as soon as possible. If the member still needs the material, it may be possible for the Interlibrary Loan Coordinator to request another copy from different library.

Returns

Interlibrary loans must be returned to the Circulation Desk.



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Damaged or Lost Interlibrary Loans

Members should notify the Interlibrary Loan Coordinator at 212-288-6900 x231 or ill@nysoclib.org immediately if interlibrary loan material is lost or damaged. Members are responsible for any overdue, damage, or lost material charges assessed by the lending library. The lending library sets these costs, which may be higher than the New York Society Library's charges.

Interlibrary Loan is dependent upon the generosity and goodwill between libraries. Members are expected to be careful with other libraries' property.

Borrowing interlibrary Loans from the New York Society Library

The New York Society Library participates in the OCLC WorldShare interlibrary loan service (institutional symbol ZNS). If you are a librarian from another library or institution, please use the WorldShare ILL database to request materials from our Library. If you have any questions, please contact the Interlibrary Loan Coordinator at 212-288-6900 x231 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.