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Department of Community Services

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New Castle County Public Libraries

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## Interlibrary Loans

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*Revised: 3/5/2018*

Interlibrary loan service (ILL) is a service that assists patrons in borrowing out-of-print, historical or other materials that are outside of the local public libraries' collections.

Patrons must have a valid Delaware Public Library card to use this service. Borrowing periods for ILL materials are determined by the lending library. Renewals must be requested at least three days before the item's due date. Renewals are granted or denied at the discretion of the lending library. Library patrons that use this service are responsible for any fines/fees associated with items borrowed via ILL.

Patrons may request ILL items by contacting a New Castle County Library in person, by phone or electronically via the following website: <http://lib.de.us/askalibrarian/> (select the "Contact Via E-mail" option for your library).

New borrowers may have one (1) ILL checked out or in process at a given time during their 6-month new patron probationary period. Following successful completion of the probationary period, each patron may have up to five (5) ILLs checked out or in process at a given time.

# Library Policy

Matthew Meyer, County Executive

