

Cumberland County Library System

Placing Requests for Materials

(Creation & revision: 1/27/1997; 8/18/1997; 1/24/2000; 7/16/2007; 12/15/2008; 3/15/2010; 5/21/2012; 11/18/2013; 3/21/2016)

The Cumberland County Library System observes the guidelines of the statewide library card system under the PA Library Law, including those for Interlibrary Loans.

Items Owned by the Cumberland County Library System

If an item is not available and is owned by another Cumberland County Library System facility, library card holders may request the item. This service is free of charge and is limited to 15 requests for individual card holders. (STAR clients are limited to 20 requests.) Requests for materials owned by the library that the customer designates as their pick-up location will receive first priority.

Items Not Owned by the Cumberland County Library System

If an item is not owned by any CCLS library, card holders may request the item. The library system reserves the right to limit the use of this service, usually not accepting more than 5 requests per month for items owned by libraries that are not members of the Capital Area Library District. Any fees charged by the lending library must be paid by the library card holder.

The following types of items are not available through interlibrary loan:

- Titles newly published in the last six months (not including reprints or new editions of a previously published title.)
- Complete issues of journals or magazines
- Rare books, genealogical or archival materials (sometimes photocopies are available)
- Non-circulating materials
- Obsolete formats

Unclaimed Hold Fee

(Creation & revision: 5/21/2012)

If a requested item is not borrowed by the customer within the designated pick-up time, the library card holder will be charged \$.50 for each item. Some types of borrowers (e.g. homebound or library staff) are exempt from this fee.

Policy Notice

This policy is subject to change at any time without notice. Updates to the policy may be obtained from the Library System