

## **Interlibrary Loan Policy**

If the library doesn't own an item you're looking for, an interlibrary loan (ILL) can be requested through the Adult Services Department in-person, by phone (856-667-0300 opt. 2), or by email (chplref@chplnj.org).

An active Cherry Hill Library card is required to request an ILL.

### **\$2 charge per received ILL.**

Up to four requests at a time.

If ILLs are not picked up within 7 days, a \$2 charge per request will remain on the patron's account.

On average, it takes 2 weeks for the library to receive ILLs.

ILLs can be checked out for two weeks with one renewal. Overdue fines for ILLs are \$.25 per day.

The library only borrows audio visual materials from within the state of New Jersey.

If the lending library charges CHPL to borrow an item or to photocopy materials, we will pass the charges on to the patron.

*Revised June 11, 2021.*