

WARREN LIBRARY ASSOCIATION  
INTERLIBRARY LOAN  
POLICY MEMORANDUM

Warren Library Association (the “Library”) participates in a statewide interlibrary loan service in order to provide for registered borrowers materials not owned by the library, but available from other institutions. Participation is under the aegis of the Pennsylvania Interlibrary Loan Code and national guidelines.

Interlibrary loan service depends upon cooperation, trust, and proper use by borrowing and lending institutions. It is therefore obligatory for Library patrons to return borrowed materials promptly and in good condition: failure can result in the loss of interlibrary loan privileges. Such failure can only result from abuse of the service by individuals who use it. When this happens, the Library will assess abusers of interlibrary loan for replacement costs and service charges imposed by the lending library and by Warren Library Association.

If necessary, the Library will send a Notice of Required Return, itemizing replacement cost of materials and processing fees as determined by the lending library.

In cases of continuous or repeated abuse, the Library will suspend or terminate a borrower’s interlibrary loan access, and also borrowing privileges from the Library.

Warren Library Association will suspend or terminate interlibrary loan access for a borrower who does not meet the Library’s definition of “borrower in good standing”.

Adopted by Warren Library Association  
Board of Directors  
January 18, 1982  
Revised July 18, 1988  
Revised March 18, 1996  
Revised June 17, 1996  
Revised June 17, 2024