

Purchase and Interlibrary Loan Request Policy

1. Purpose:

This policy outlines the guidelines and limitations for patrons submitting requests for purchase or interlibrary loan at the Eastern Monroe Public Library to ensure fair and efficient management of the collection

2. Request Limits:

Patrons are allowed a maximum of five (5) item requests per card, per month for purchase or for interlibrary loan, or (60) requests per year, whichever is reached first. This limitation is in place to manage the volume of requests and provide equal opportunities to all patrons.

3. Submission Criteria:

- a. Patrons must have a valid, unexpired Eastern Monroe Public Library card without fines or fees to submit an item request form or utilize the online "Suggest a book or item" service at www.monroepl.org.
- b. Requests must be submitted using the designated item request form or online with the "Suggest a book or item" form at www.monroepl.org.
- c. Patrons are encouraged to exercise discretion and best judgment when submitting item recommendations.
- d. Abuse of the service may result in patrons being blocked from further submission of suggestions.
- e. Priority for Item Requests and Service Area Limitations**
 - i. Items requests are given priority to patrons residing within our service area, which includes Delaware Water Gap, East Stroudsburg Borough, Hamilton Township, Jackson Township, Middle Smithfield Township, Pocono Township, Price Township, Smithfield Township, Stroud Township and Stroudsburg Borough.
 - ii. Patrons who receive a courtesy EMPL card by presenting an ACCESS card or by residing in a different service area in Monroe County (such as service areas for Western Pocono Community Library, Barrett Paradise Friendly Library, Clymer Library, and Pocono Mountain Public Library) are encouraged to place their item requests with their home library.

4. Request Approval and Fulfillment:

- a. Submitted requests exceeding the specified limits may not be guaranteed to be reviewed, purchased, or requested for interlibrary loan
- b. Fulfillment is contingent upon availability through the publisher, date, year, and

other relevant factors.

- c. The library cannot guarantee that all submitted requests will be fulfilled, even if a patron has yet to exceed their monthly or yearly request limit.

5. Communication and Notification:

- a. If a patron's request is fulfilled, library staff will contact the patron once the material has arrived via their preferred method(s) of contact.
- b. An item hold will be placed on the patron's library card, ensuring timely access to the requested material.

6. Compliance:

Patrons are expected to comply with the established limits and guidelines outlined in this policy. Patrons who abuse the item requests forms or the online "Suggest a book or item" service may be blocked from submitting further suggestions.

7. Exception to Fine-Free Policy:

- a. Fine-free policy applies to the Eastern Monroe Public Library's own circulating materials. Since interlibrary loan items are borrowed from other institutions, late fees or penalties may still apply if the item is returned past the due date. This is due to agreements between libraries and the policies of the lending institution.
- b. If an interlibrary loan item is lost or damaged, patrons will be responsible for the replacement costs set by the lending library.

8. Review and Modification:

This policy will be periodically reviewed to ensure its effectiveness. The library reserves the right to modify the policy as needed, with changes communicated to patrons through appropriate channels.

9. Conclusion:

The Eastern Monroe Public Library is committed to providing a diverse and responsive collection that meets the needs and interests of its patrons. This policy aims to establish a fair and transparent process for managing requests while maintaining the integrity of the library's collection. Patrons are encouraged to actively participate in the growth of the library's resources through thoughtful and considerate requests.