

LIVINGSTON MANOR FREE LIBRARY  
INTERLIBRARY LOAN POLICY

The Livingston Manor Free Library offers interlibrary loan (ILL) services to all patrons of the Ramapo Catskill Library System.

Patrons will be allowed:

1. Any number of ILL requests from within RCLS at no charge;
2. Any number of ILL requests from within the coalition of Southeastern New York Libraries outside of RCLS via the Southeastern Access to Library (SEAL) catalog at no charge for shipping and handling although additional fees that may be charged by the lending library will be passed along to the patron;
3. Any number of requests placed through the Online Computer Library Center (OCLC) for items outside of the Southeastern New York region for a charge of \$3.00 per item for shipping and handling, plus any additional fees that may be charged by the lending library. The charge will be collected at the time of receipt of the material by the Livingston Manor Free Library from the lending library. If the patron cancels a request after the item has been shipped by the lending library, then he/she will be charged \$3.00 to cover the cost of return shipping.

Overdue items borrowed through SEAL or OCLC will accrue fines at the same rate as items of the same type borrowed from the Livingston Manor Free Library. Items borrowed from other libraries within RCLS will accrue overdue charges at the rates set by the owning libraries.