Charles's Gloria Jones Library
Interlibrary Loan FAQs

What is an Interlibrary Loan?
Lancaster Bible College is a member of OCLC, a network of libraries that cooperate in the resource sharing of library materials. Interlibrary loan is a cooperative borrowing and lending service among these libraries.

Who can use Interlibrary Loan?
This service is available to all students, faculty, and staff of Lancaster Bible College, Capital Bible Seminary & Graduate School, Center for Urban Theological Studies (Philadelphia) and the Memphis Center for Urban Theological Studies @ Lancaster Bible College.

How do I request an Interlibrary Loan?
1. Check the library catalog, since we do not request items the library already owns.
2. Search WorldCat, LBC OneSearch or other LBC databases to retrieve the item record. Those items not owned by the Jones Library will have the option to “Request the item through Interlibrary Loan.”
3. Fill out the interlibrary loan form completely. Enter the full title of the publication.
4. Select “Submit” to request the item. The library staff processes interlibrary loans daily Monday-Friday.

How much does it cost?
There is usually no charge for this service. If there is a charge, you will be notified and can decide whether you still want to request the item.

What items are usually not available?
- Materials already held in the Charles & Gloria Jones Library
- Required texts and textbooks
- Reference books
- Electronic books
- Multi-volume sets
- Complete issues of periodicals
- Special collections and archival materials

How long does Interlibrary Loan take?
The length of time an item is on loan or whether renewals will be granted are matters determined by the lending library. Please allow 3-6 business days to receive journal articles via email and up to ten business days for the books to arrive by mail. You will be notified by email once the item is requested and when it is received. Periodical articles are often obtained electronically.

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Where do I pick up my Interlibrary Loan?
For book requests, you will receive an email with pick up instructions. For periodical requests, you will receive an email with online retrieval instructions.

Can I renew my material?
Renewal requests need to be sent to the email below, before the due date. Journal articles need not be returned. For additional questions on interlibrary loans, please email ill@lbc.edu

How do I return my Interlibrary Loan items?
If you are a student at Lancaster, Pennsylvania or Greenbelt, Maryland, please drop off the item at the respective library circulation desk. If you are an online student or a student at another location, please follow the instructions included with the item. For questions, email ill@lbc.edu.