

Montclair Public Library  
Interlibrary Loan Policy

Materials not found within the BCCLS catalog are considered "interlibrary loans." Anyone with a current Montclair Public Library card in good standing is eligible to request interlibrary loans.

Most interlibrary loans are processed via JerseyCat, a free statewide interlibrary loan catalog that includes collections from almost all NJ public libraries as well as many schools, colleges, and universities.

Montclair patrons may request interlibrary loans via the [JerseyCat online system](#), or by phone (973-744-0500 ext.2235) or email ([ill@montclair.bccls.org](mailto:ill@montclair.bccls.org)). The maximum number of requests that are permitted in the system at one time is 5. Exceptions may be made at the discretion of library staff.

Interlibrary loan items are checked out for 4 weeks with no renewals and a \$.15/day late charge.

To request items online:

**Important: Please search the BCCLS ([catalog.bccls.org](http://catalog.bccls.org)) Library Catalog before requesting items via JerseyCat. JerseyCat should only be used to request materials that are not listed in the BCCLS catalog.**

To search the JerseyCat catalog:

- Use the JerseyCat link available at [montclairlibrary.org/ill](http://montclairlibrary.org/ill).
- Use the search box to search by title, author, etc.
- Click on the item you want.
- Click on the blue "Request this Item" button.
- Fill in required information. Include an email for automatic updates on your request.
- Click on "Submit" to send in request.

If an item you would like to request is not found in JerseyCat, please email [ill@montclair.bccls.org](mailto:ill@montclair.bccls.org) with the title and author.

**Failure to include your name, phone number, and library card barcode number on any interlibrary loan inquiry will delay processing of your request.**

Any questions? Please call the Reference Desk at 973-744-0500 ext. 2235 or email [ill@montclair.bccls.org](mailto:ill@montclair.bccls.org).