

Interlibrary Loan Policy Hope Public Library

Definition

An Interlibrary Loan (ILL) is a transaction in which material from one library is made available to another library upon request. The term "material" includes all formats, i.e., books, photocopies, non-fiction, videos, CDs, DVDs, etc.

Hope Public Library provides interlibrary loan service in order to enhance and extend the resources available to its patrons. Interlibrary loan is an essential part of the library's effort to meet the needs of the community.

Purpose

The purpose of interlibrary loan is to obtain, upon request of a library user, material not available at Hope Library.

To Request ILL's

Patrons in good standing (with no fines or blocks as per Ocean State Libraries policy) may request interlibrary loans.

The following materials are available for Interlibrary Loan from Hope Public Library:

- Circulating books
- Circulating periodicals
- Circulating audio-visual materials (DVDs, CDs, Audiobooks)
- Limited photocopies from non-circulating materials in compliance with copyright laws.

The following materials will not be available for Interlibrary Loan from Hope Library:

- Reference materials
- Special collections, local history & genealogy materials or rare items.
- E-Readers
- Non-circulating materials.

Lending Period

The lending period for Hope Library items is as follows:

- Books: 3 weeks
- DVDs: 1 week for fiction and 3 weeks for non-fiction and/or TV series.
- CDs & Audiobooks: 3 weeks
- Renewals are allowed on print materials if there are no current Holds on the item. AV materials (dvds, cds, audiobooks) are not renewable.

The safety of the borrowed material is the responsibility of the requesting library until it is picked up by the patron. At that time, the patron is responsible for any damage to the original item. The patron agrees to pay replacement costs if an item is damaged or lost.

Patrons will be charged fines at the same rate as other material in the owning library's collection for overdue items. The owning library's lending period will be honored.

As with the circulation records of libraries, Interlibrary Loan requests are confidential.

Approved by the Board of Trustees, November 2015.