

East Brookfield Public Library

INTERLIBRARY LOAN POLICY

Policy Statement

The East Brookfield Public Library provides interlibrary loan service in order to enhance and extend the resources available to its users. Because the Library cannot purchase or subscribe to every useful resource, Interlibrary Loan is an essential part of its mission to meet the informational needs of the community. By establishing reciprocal borrowing agreements with other libraries of all types, both within Massachusetts and beyond, the Library supplements its own resources and expands its ability to achieve its mission.

References

The Library's Interlibrary Loan service is provided in accordance with the Central/Western Massachusetts Automated Resource Sharing (C/WMARS) Interlibrary Loan Protocols and Guidelines, and the Interlibrary Loan Code for the United States. See policy listings at CWMARS.org ('about us' drop down menu)

Definitions

Interlibrary Loan is the process by which the Library requests material from, or supplies material to, another library. Interlibrary Loan transactions as defined by this policy do not include material shared using the Massachusetts Virtual Catalog automated resource sharing systems.

Material includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

Regulations

Borrowing Materials from Other Libraries

1. Interlibrary Loan service is offered to all registered borrowers in good standing at the East Brookfield Public Library and the CWMARS network.
2. Library users may submit Interlibrary Loan requests in person at the library, on-line through the C/WMARS catalog or by phoning in a request.
3. The Library reserves the right to limit the number of items requested or borrowed by a single user at one time.
4. Materials which may be requested include books, including, but not limited to foreign language and large print books, out-of-print fiction and non-fiction, and government documents, as well as sound recordings, audiobooks, VHS videos and DVDs. E-books and E-movies may be requested online only. Photocopies of magazine and newspaper articles may be

requested in accordance with U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.

5. Materials which may not be requested include reference and other special collection material owned by another library.

6. When material cannot be borrowed, locations will be identified for on-site use.

7. A loan or a copy of any material may be requested from another library, but the owning library will decide in each case whether or not a particular item can be provided.

8. All materials can be picked up or dropped off at any C/WMARS affiliated library.

9. When a requested item is available for pickup, borrowers will be notified by phone, e-mail or phone text as indicated in the patron's profile. The patron must pick up the requested item within one week or it will be returned to the owning library.

10. The loan period for Interlibrary Loan materials is 21 days. Materials must be returned by the due date. Overdue materials will incur a fine as established by the owning library.

11. Borrowers must request renewals before materials are due. Renewals are provided at the owning library's discretion and cannot be guaranteed.

12. Borrowers must honor any use restrictions specified by the owning library, such as no photocopying or in-library use only.

13. All borrowed material is subject to recall by the owning library. Borrowers must respond immediately if the owning library recalls an item.

14. Interlibrary Loan service may be limited or suspended for borrowers who repeatedly fail to pick up requested Interlibrary Loan materials, keep materials overdue, or damage or deface materials.

Charges

1. Except for a small per page photocopying charge, no charges will be levied without prior authorization from the borrower.

2. If a borrower authorizes the Library to obtain materials from a supplying library that charges a fee, the borrower is responsible for paying the fee.

3. Borrowers are responsible for any charges levied by a supplying library for materials lost or damaged while charged out to the borrower. No refunds will be made for lost and paid Interlibrary Loan materials that are subsequently found.

Confidentiality

As with other library users' records, the confidentiality of Interlibrary Loan records is protected by Massachusetts General Laws, Chapter 78, Section 7. The Library will not disclose such records except for the purposes of interlibrary cooperation and coordination, or upon request or consent of the user. Interlibrary Loan records will not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized by federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Interlibrary Loan transactions may generate records that include personally identifiable user information. Once an item has been borrowed and returned and all fines and/or fees are paid, the library will make every attempt to delete borrowing information from its records.

Lending Materials to Other Libraries

1. The Library lends to other libraries from its own collection within the region, Massachusetts and other states as requested. The Library determines which requests can be filled.

2. Borrowing libraries should submit requests in standard formats as prescribed by C/WMARS policy. Requests will be accepted via mail, through the on-line catalog or fax.

3. All materials which ordinarily circulate to the Library's own users, including books, CDs, audiocassettes, videocassettes, and DVDs, may be sent out on Interlibrary Loan. Non-circulating materials such as reference and genealogy books, rare items or items in poor condition will not be interlibrary loaned, but photocopies of selected pages may be supplied. The Library reserves the right to determine what material will be supplied on a request by request basis.

4. Returnable materials will be shipped via Massachusetts regional delivery whenever possible, or via USPS Library Mail; material may be shipped via other means if the borrowing library pays the shipping charge. Nonreturnable materials such as photocopies or brochures will be sent via fax or regional delivery within Massachusetts and via USPS First Class Mail outside of Massachusetts.

5. The loan period for Interlibrary Loan materials is 21 days. Renewals may be provided according to C/WMARS inter-library loan policy.

6. A small per page fee for photocopying may be charged when the requested pages number 11 or more. Other costs for ordinary service will not be charged except for reciprocal charges to borrowing libraries that charge for Interlibrary Loan service.

7. Charges for lost or damaged materials will be based on the current replacement cost of the lost or damaged item.

8. Lending policies for materials owned by other libraries are set by the owning libraries and may differ from the Library's own lending policies.

9. Interlibrary Loan service may be limited or suspended for borrowing libraries that repeatedly keep materials overdue or repeatedly fail to properly package returning items, or that lose, damage or deface materials.

Violation of the ILL Policy

Interlibrary loan is a privilege, not a right. Each patron or borrowing library is responsible for maintaining the provisions of this policy in good faith. Continued disregard of any provision of this policy is sufficient reason for suspension of borrowing privileges after prior warning. The library may suspend borrowing privileges to a patron or library that violates the provisions of this policy.

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Approved by the East Brookfield Public Library Trustees