

Thomas Crane Public Library

Interlibrary Loan Policy

Policy Statement

The Thomas Crane Public Library provides interlibrary loan service in order to increase the resources available to its users, and provide expanded opportunities for lifelong learning and enrichment.

References

The Library's Interlibrary Loan service is provided in accordance with the Massachusetts Library System's *Interlibrary Loan Policy*, the Libraries Very Interested in Sharing (LVIS) agreement, and the *Interlibrary Loan Code for the United States*.

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 Old Colony Library Network (OCLN) or 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 nonreturnable items.

Regulations

Borrowing Materials from Other Libraries

1. Interlibrary Loan service is offered to all registered borrowers in good standing of the Old Colony Library Network (OCLN).
2. Library users may submit Interlibrary Loan requests in person at any Quincy library location or online using the Interlibrary Loan Request Form on the Library's Web site.
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 foreign language and large print books, out-of-print fiction and nonfiction, and government documents, as well as sound recordings and video recordings. 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 material owned by TCPL or OCLN but temporarily in use; titles on current local or national bestseller lists; multiple copies of a title for class or other group use; and titles not yet published.

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 must be picked up at and returned to a Quincy library location (the Main Library, Adams Shore Branch, North Quincy Branch, or Wollaston Branch).
9. When a requested item is available for pickup, borrowers will be notified by mail, e-mail, or phone.
10. The loan period for Interlibrary Loan materials is 14 days. Materials must be returned by the due date. Overdue materials will incur the same fine charged for Quincy library materials.
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

15. Except for a small per page photocopying charge and a first class postage charge for mail notification, no charges will be levied without prior authorization from the borrower.
16. If a borrower authorizes the Library to obtain materials from a supplying library not in the Massachusetts statewide delivery system, the borrower is responsible for paying the postage.
17. 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.
18. 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

19. 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.

20. Interlibrary Loan transactions may generate both paper and electronic records that include personally identifiable user information. Once an item has been borrowed and returned and all fines and/or fees are paid, all local Library electronic and paper records are deleted or destroyed. The OCLN automated circulation system retains Interlibrary Loan transaction information for up to two months (60 days) after an item is returned and all fines and/or fees are paid.

Lending Materials to Other Libraries

21. The Library lends to other libraries from its own collection and accepts requests via mail, e-mail or fax. Borrowing libraries should submit requests in standard formats as prescribed by the *Interlibrary Loan Code for the United States*.
22. All materials which ordinarily circulate to the Library's own users, including books, sound recordings and video recordings, may be sent out on Interlibrary Loan, except for entire issues of periodicals. Non-circulating materials such as reference and genealogy books and microforms 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.
23. Returnable materials will be shipped via the Massachusetts statewide delivery system whenever possible, or via USPS Library Mail; material may be shipped via other means if the borrowing library pays the shipping charge. .
24. The loan period for returnable Interlibrary Loan materials is 28 days. Renewals may be provided at the Library's discretion.
25. Nonreturnable materials will be scanned and sent via e-mail whenever possible, or sent via fax or USPS First Class Mail if necessary. A small per page fee for photocopying will be charged when the requested pages number 31 or more.
26. Charges for lost or damaged materials will be based on the current replacement cost of the lost or damaged item.
27. Interlibrary Loan service may be limited or suspended for borrowing libraries that repeatedly keep materials overdue or fail to properly package returning items, or that lose, damage or deface materials.

Adopted by vote of the Library Board of Trustees, 3/11/96
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