

Providence Athenaeum  
Interlibrary Loan Policy (March 2018)

Borrowing Policy

Interlibrary loan (ILL) is a transaction that allows library materials or photocopies of materials to be made available from one library to another upon request. The chief purpose of ILL is to provide Athenaeum members access to materials not available at the Athenaeum. Whenever possible, the Athenaeum will borrow materials through ILL at no cost. There are times, however, when the lending library charges a fee for the service which the Athenaeum will pass on to the member as a condition for fulfilling request.

Borrowing Procedure

- Request forms are available at the Circulation Desk, and they will be handled as expeditiously as possible.
- The average time for searching, processing and receiving materials is one to three weeks.
- Members will be contacted as soon as the material arrives, and the item will be held at the circulation desk for one week.
- If a request cannot be filled after all possible sources are exhausted, the requestor will be so notified by the Circulation Supervisor.
- No more than two (2) concurrent requests for one title will be sent out at one time.
- Members can request two (2) items at one time.

Loan periods for books are determined by the lending library. Should a patron wish to renew an ILL book, he/she must contact the Athenaeum before the due date. Renewal requests are granted or denied by the lending library and must be honored.

Books borrowed through ILL should be handled carefully and returned to the Athenaeum by the due date indicated. Individual borrowers are responsible for any overdue fines incurred, or bills received from the lending institution for lost or damaged books (unless the item was lost or damaged while in transit). It is important to remember that these materials are on loan to us from another library's collection.

## Lending Policy

The Athenaeum will participate and honor requests from OLIS and OCLC libraries. Post-1950 titles will most likely be sent to requesting libraries. Earlier titles may have to remain at the requesting library for patrons to use in-house. A/V material will be sent to in-state libraries only. Special Collections material will be available to all members of OLIS and OCLC libraries at the Athenaeum by appointment.