



## THE PROVIDENCE ATHENÆUM

### INTERLIBRARY LOAN POLICY

#### **General Information**

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 Athenæum members access to materials not available at the Athenæum. The Athenæum also loans out its own materials to other libraries.

#### **Borrowing Policies**

Whenever possible, the Athenæum will borrow materials through ILL at no cost. There are times, however, when the lending library charges a fee for the service which the Athenæum will pass on to the member as a condition for fulfilling request.

Loan periods for items are determined by the lending library. Should a patron wish to renew an ILL book, he/she must contact the Athenæum 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 Athenæum 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).

#### **Borrowing Procedures**

- All ILL requests must be made directly with a Library Assistant or the Circulation Manager.
- The Athenæum will first attempt to borrow materials from an in-state (LORI) institution before querying for an out-of-state loan.
- 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 Manager.
- No more than two concurrent requests for one title will be sent out at one time. If more than two members are requesting the same title at the same time, the library should consider purchasing a copy for the collection.
- Members can request up to two items at one time.

#### **Lending Policy**

The Athenæum will participate and honor lending requests from LORI 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 and periodicals will be sent to in-state libraries only. Special Collections material will be available to all members of OLIS and OCLC libraries at the Athenæum by appointment only. Lending transactions are all handled by the Circulation Manager only.