

## **PARKER MEMORIAL LIBRARY INTERLIBRARY LOAN (ILL) POLICY**

### **Definition:**

Interlibrary loan (ILL) is a service the Parker Memorial Library (PML) offers to request material from and supply material to libraries outside of Merrimack Valley Library Consortium (MVL) or Massachusetts Commonwealth Catalog (ComCat). ILL transactions covered in this policy do not include material shared using MVL or ComCat. This policy covers loans mediated by Massachusetts Library System or arranged directly with the other libraries in point-to-point transaction utilizing the ALA Interlibrary Loan Form.

### **PML Borrowing Library Material from Other Libraries**

1. The ILL service is available to PML patrons in good standing and any Massachusetts resident from a community with a certified library.
2. Borrowing patrons may submit their requests in person at the Reference Desk; via telephone, or by emailing [askus@dracutlibrary.org](mailto:askus@dracutlibrary.org).
3. PML reserves the right to limit the number of items borrowed by an individual.
4. Material must be picked up and returned to PML.
5. The lending library determines whether to lend material; the due dates for material; and any specific conditions for the material (for example: in-library use only).
  - a. Items must be returned by the due date.
  - b. Renewals are provided at the discretion of the lending library. Requests must be made at least 7 days in advance of the due date to permit communication.
6. Late, lost, or damaged item fees levied by the lending library will be charged to the borrowing patron.
7. ILL service may be limited or suspended if materials are returned late or damaged; or for borrowers who fail to pick up requested holds.
8. Borrowing patrons will be asked to pay for return postage for items borrowed and any fee levied by the lending library.

### **PML Lending Library Material from PML Collections to Other Libraries**

1. PML reserves the right to determine whether to lend material to another library.
2. Returnable material will be sent in the Massachusetts Statewide Delivery system wherever possible or USPS Library Mail.
3. As funds are available, PML will pay the shipping cost of loaned material. We ask the borrowing library to reciprocate by paying return shipping.
4. The lending period will be 42 days (6 weeks) from the shipping date. No renewals.
5. Charges for lost or damaged PML material will be based on the original cost of the lost or damaged item.
6. ILL service may be limited or suspended for borrowing libraries with repeated overdue material, or which lose or damage materials.

Approved by the Library Board of Trustees on April 10, 2024.