

INTERLIBRARY LOAN POLICY

The Woonsocket Harris Public Library does not always own the item you would like to check out. When we don't own an item, we'll do our best to get what you want. Interlibrary loan is the process through which Library materials, or a copy of the material, are made available from one library to another upon request. The purpose of interlibrary loan is to obtain library material(s) not available at this Library. Please contact the Reference Desk regarding Interlibrary Loans.

Library users may request that the Library attempt to locate and borrow for their use materials which are not available in our Library. We do not charge for this service, but occasionally there is a charge imposed by the owning Library and the patron is responsible for that charge. There may also be a photocopy fee for copies of articles. If there will be a charge, patrons will be notified before the material is ordered. Fees are collected when patrons pick up the requested material but patrons are still responsible for fees if they decide not to pick up the material.

1. Requesting Interlibrary Loan Service: An interlibrary borrowing request may be submitted either by phone, fax, email or in person. In-state requests are honored consistent with the LORI Standard 4.02 for Inter Library Loans. Some material not available for regular circulation may be lent subject to special conditions or restrictions.
2. Out-of-state Loans: For requests from outside of the LORI system we cannot order:
 - a. Audiovisual materials (video games, DVDs, audio books, CDs)
 - b. Reference material
 - c. Current issues of magazines and newspapers
 - d. Rare, archival, manuscripts or fragile items
 - e. New books (less than one year old)
 - f. Fiction.
3. Recalls: At any time the lending Library may recall an item and request the item's immediate return.
4. Renewals: Interlibrary loan materials are generally renewable but this must be requested through the reference desk prior to the original due date. All requests are subject to lending library approval.
5. Lending: The Woonsocket Harris Public Library supports resource sharing and its circulating collection is available for interlibrary loan lending with the exception of electronic devices, equipment and toys.