

OXFORD MEMORIAL LIBRARY

INTERLIBRARY LOAN POLICY

INTERLIBRARY LOAN is a service to provide access to library materials not available in the user's library.

Any registered borrower in the Four County Library System area may use interlibrary loan as long as he/she holds a current fine-free library card.

Any material may be requested, except for the following items:

1. Newspapers
2. Local history, genealogy materials
3. Reference books
4. Rare or valuable material.

Under the Four County Library System's direct request borrowing procedures, requests may be submitted online from the library computers or from a home computer by logging into the Four County Library System web page. [www.4cls.org]. Requests for materials not owned by a participating library must be submitted in writing on forms supplied by the library.

In order to place a direct request, you will need your library card and a pin number. The initial pin number will be the last four digits of your telephone number. Once registered in the direct request system, you must replace your pin number with four digits that are meaningful to you and will be easily recalled.

Plan ahead when requesting materials. Time taken for interlibrary loan can be from 1 to 6 weeks, depending on availability.

In general, there is no charge for borrowing materials. However, because some libraries do not supply materials free of charge, the requester may be asked to specify a maximum amount he/she is willing to pay to cover the lending library's fee, or return postage/handling of \$3.00.

When the material arrives, the requester will be notified. Materials borrowed for the requester will be held for 7 days only.

The loan period for out-of system materials is determined by the lending library – usually 2 to 3 weeks with no renewal. The loan period for materials borrowed within the Four County Library System is 3 weeks except for videos and DVDs which have a one-week loan period. One renewal is possible if no other reserves are waiting.

Please be prompt in returning materials. All materials borrowed must be returned to this library. Please leave the book band (if any) attached to the item. Late return of materials jeopardizes the ability of this library to borrow from other libraries in the future.

Approved by the Board of Trustees on November 9, 2005

Matthew Voce
Christine Gregoire
Bill Troxell
Linda Mosner
Linda Doughty
Marian Godfrey
Fred Lanfear