

Interlibrary Loan Policy

Revised April 23, 2013

The policy of the Wethersfield Public Library is to borrow items from other libraries to meet customer needs.

Interlibrary loan services are offered regardless of the age or residency of the user.

The number of items requested on interlibrary loan will be limited to no more than five active interlibrary loans per customer at any one time unless otherwise authorized by the staff.

Interlibrary loan services are subject to the availability and regulations of the loaning libraries. The Wethersfield Public Library is willing to loan circulating materials of all types to other libraries which are willing to reciprocate in kind. In order to best serve Wethersfield residents, the Wethersfield Library will not loan items classified as “New” nor DVDs in series.

The Wethersfield Public Library will absorb charges assessed by loaning libraries up to \$10 per loan when the requester is a resident of Wethersfield. Charges will be passed on to non-residents but items will be borrowed only with their prior approval of the charges. Payment must be made at the time of pick-up.

If an item has been requested frequently on interlibrary loan, staff will submit a request that the item be purchased for the collection.

If an item borrowed from another library for a patron is lost by that patron, the patron will be charged the price and any fees established by the owning library.

In order to maintain good relations with other lending libraries, the Library Director may withdraw interlibrary loan privileges to a borrower who abuses the services.

Approved by the Library Board August 27, 2002

Revised, August 22, 2006

Revised June 26, 2007

Revised May 25, 2010

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