

INTERLIBRARY LOAN POLICY

Interlibrary loan is defined as the borrowing, lending and copying of materials between libraries upon request. The purpose of interlibrary loan is to supplement the holdings of a library by borrowing and lending materials that the library does not own to help meet the needs of its patrons. Most materials and formats that circulate at lending libraries can be borrowed through interlibrary loan. However any interlibrary loan request is filled at the discretion of the lending library. Certain materials are difficult or impossible to acquire including materials published within the last 6 months, entire issues of periodicals, non-circulating materials, microfilm, mass market paperbacks, genealogical materials or rare materials. However we will make every reasonable effort to acquire them. The Gloucester Lyceum & Sawyer Free Library, Inc. attempts to be as generous as possible in lending its materials through interlibrary loan.

1. Users must be registered members of the library in order to request materials from interlibrary loan.
2. All users must adhere to the following interlibrary loan rules:
 - Photocopies of journal articles need to be requested through the library staff. These articles must be requested in accordance with U.S. copyright law, Title 17, U.S. Code and its accompanying guidelines.
 - Users are responsible for returning materials acquired through the Massachusetts Library System on or before the due date. There are no exceptions to this very important rule. However users may request renewals by contacting the reference staff before the due date. There is no guarantee that the lending library will grant a renewal.
 - We reserve the right to deny interlibrary loan service to individual users if due dates or other rules are repeatedly not observed.

Approved by Board of Directors: March 3, 2015