

NORTH KINGSTOWN FREE LIBRARY INTERLIBRARY LOAN POLICY

The sharing of material between libraries is an integral element in the provision of library service.

To that purpose, the North Kingstown Free Library participates in the Interlibrary Loan Service (ILL) which is an exchange of materials between both Rhode Island libraries and out-of-state libraries.

Patrons must have a full-access library card and be in good standing in order to request Interlibrary Loan items.

Patrons may request OSL (Ocean State Library) and InRhode Interlibrary Loan items directly through the OSL catalog and the InRhode catalog which is linked to the OSL catalog.

Materials that are not available for loan in either the OSL or InRhode catalogs may be requested either in person at the Reference Desk or by calling the Reference Department.

- There is no fee for requests that are available within Rhode Island.
- A standard shipping charge, paid in advance of item being ordered, is required for out-of-state materials.
- Occasionally there may be an additional fee imposed by the loaning library for which the patron will be responsible. Patrons will be notified of these additional fees prior to the loan being ordered so that they can decide to proceed or not with the ILL.
- Interlibrary Loan requests from non-OSL & non-InRhode libraries are limited to 3 pending at a time per patron.

The Library and its users will honor the conditions of loan established by the lending library. Conditions may include loan period duration and use restrictions of loaned material.

The Library will comply with the U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines for any copy requests.

Interlibrary Loan records will be retained until the transaction is complete, in accordance with RI Local Government Records Program: Records Retention Schedule: LG13: Public Library Records.

Interlibrary Loan transactions are confidential. This is in accordance with R.I. State Law. (R.I. General Law 11-18-32)

The Interlibrary Loan Service is governed by the Library of Rhode Island Standards & Regulations: Interlibrary Loan Code. (<http://www.olis.ri.gov/network/standards/illcode.php>)

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