

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 OSL (Ocean State Libraries) library card and be in good standing in order to request Interlibrary Loan items. Patrons may request OSL items directly through the OSL catalog.

Materials that are not available for loan in the OSL catalog 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 at non-OSL Rhode Island libraries
- A standard shipping charge of \$2.00, 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.
- Patron is responsible for all fines and fees for overdue and lost materials.
- Interlibrary Loan requests for items from non-OSL Rhode Island libraries and out-of-state 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.

All North Kingstown Free Library items that are listed as “holdable” are eligible for interlibrary loan request.

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/lori/regs/index.php>)

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