

INTERLIBRARY LOAN POLICY

Interlibrary loan is the process through which Library materials, or a copy of the material, are made available from one library to another upon request. The purpose of interlibrary loan is to obtain library material(s) not available at the Woonsocket Harris Public Library. This library does not always own the item you would like to check out. When we don't own an item, we'll do our best to fill your request. Materials not available via the Ocean State Libraries catalog may be requested through the Reference Department by visiting us in person, by calling 401-769-9044 x, or by emailing reference@woonsocketlibrary.org.

Library users holding a full-access Ocean State Libraries (OSL) card in good standing may request library staff to locate and borrow materials from local universities and out-of-state libraries. We do not charge for this service but occasionally there is a charge imposed by the owning Library and the patron is responsible for that charge. There may also be a photocopy fee for copies of articles. If there will be a charge, patrons will be notified before the material is ordered. Fees are collected when patrons pick up the requested material. Patrons are still responsible for fees if they decide not to pick up the material.

1. **Requesting Interlibrary Loan Service:** In-state requests are honored consistent with the interlibrary loan policies and procedures implemented in accordance with the Office of Library and Information Services (OLIS) and Library of Rhode Island (LORI) standards and lending rules. This service is available on all items that are set as “holdable” by the lending library and their loan policy. Some materials not available for regular circulation may be lent subject to special conditions or restrictions. All requests are subject to lending library approval.

2. **Out-of-state Loans:** For requests from outside of the LORI system we cannot order:

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| a. Video games, DVDs, audio books, CDs | b. Reference material |
| c. Magazines and newspapers | d. New books (<1 year old) |
| e. Rare, archival, manuscripts or fragile items | f. Works of fiction |

3. **Recalls:** At any time, the lending Library may recall an item for its immediate return.

4. **Renewals:** Interlibrary loan materials may be renewable but this must be requested through the reference desk prior to the original due date.