

**Prosser Public Library  
Bloomfield, Connecticut**

**Interlibrary Loan Policy**

**1. Prosser Public Library as Borrower**

The Prosser Public Library offers interlibrary loan (ILL) as one of its core services. In order to satisfy the needs and interests of local residents, the staff will attempt to borrow specifically-named materials not available in the Library from other libraries around the state.

**Who May Use This Service**

Patrons may submit ILL requests online, by telephone, or in person. The staff will place interlibrary loan requests for any user of the Library. This service is extended to all patrons, regardless of age or place of residence. The Library reserves the right to deny interlibrary loan services to any patron with outstanding overdue fines, lost or damaged item charges, or other infractions on his/her borrower record.

**Materials Eligible and Ineligible for Interlibrary Loan Requests**

The Library will request any and all materials, as available.

**Request Limits**

Staff will process up to three (3) statewide ILL requests per person/week.

**Waiting Time**

The time required to receive statewide interlibrary loan items can vary between two (2) and four (4) weeks, although some requests may take shorter or longer times.

**Pick-Up**

Interlibrary loan materials obtained by the Library are held for a limited time. Therefore, the patron's cooperation in picking up materials promptly is requested. Interlibrary loan materials not picked up within seven (7) days of patron notification may be returned to the lending institution.

**Loan Periods and Renewals**

The length of time an interlibrary loan item is loaned to the Library varies and some materials may not be renewable.

**Returns**

Patrons who borrow interlibrary loan materials obtained by the Library are required to return the items at the Library, not directly to the lending institution. This is for recordkeeping purposes.

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## **2. Prosser Public Library as Lender**

It is the policy of the Prosser Public Library to function whenever possible as a provider of materials in the interlibrary loan system of which it is a participant. As a provider, the Library accepts interlibrary loan requests submitted through other libraries only.

The Library lends any and all of its print and non-print materials to other libraries through the interlibrary loan system, with the following exceptions:

- Materials listed as "Reference" or "Office"
- Circulating materials with one or more holds outstanding
- Newest issues of magazines
- Newspapers
- Circulating equipment and hardware
- Passes to cultural sites
- Books listed on the reading lists of schools serviced by the Library (summers only)

Most items loaned to other libraries will be loaned for 42 calendar days. Renewals of these items, which may not exceed two (2) in number, will be subject to approval by the Library staff.

As a professional courtesy, the Library does not charge fines against other institutions for overdue items loaned to them through interlibrary loan. However, the Library does request replacement costs, or replacement of materials, for items lost or damaged while in the care of other institutions.