



TOWN OF MANSFIELD
MANSFIELD PUBLIC LIBRARY DEPARTMENTAL POLICY MEMORANDUM

Approved by: Leslie B. McDonough, Library Director
Effective Date: April 2, 2018
Subject: Interlibrary Loan Policies and Procedures

The Mansfield Public Library (Library) will assist patrons in the procurement of circulating items available in the greater library community. All types of materials may be requested through interlibrary loan but the actual loan of the materials is left to the discretion of the lending library.

- Connecticut residents with a valid public library card may request materials not owned by the Library but available within the library's consortium by placing a request (hold) in the online catalog.
- Only Mansfield residents with a valid public library card may request materials not owned by the Library but available outside the library's consortium through the interlibrary loan process. These items **MUST** be returned to Mansfield Public Library.

The Library does not charge a fee for interlibrary loans but in some cases the lending library may impose a fee, especially for items requested from academic libraries or out-of-state libraries. Patrons will be asked to approve and pay lending library fees associated with acquiring items before the loan is initiated.

New materials, especially new books, media items, and DVDs may not be available through interlibrary loan. Patrons should check with the library staff to see if an item is on order at the Library. Mansfield residents may fill out a request-to-purchase form.

Patrons will be notified when the material arrives. It will be held for 1 week. If the item is not picked up within that time, it will be returned. The loan period is usually three weeks for books and one week for DVDs. The lending library may have a different policy. Renewals for interlibrary loan materials may be requested but are not guaranteed.

If an interlibrary loan item is damaged or lost, the patron will be responsible for the replacement costs that are set by the lending library. The Library has no control over these fees.