

Interlibrary Loan Policy

Purpose

This policy is required for the Bristol Warren Regional School District to participate in the Interlibrary Loan Program, and is in accordance with the 2015 Library of Rhode Island (LORI) Standards and Regulations.

Desired Outcomes

The mission of the Bristol Warren Regional School District (BWRSD) libraries is to promote the joy of reading, to nurture the development of lifelong independent learning, and to support the academic curriculum by providing students and teachers with access to information in all forms.

In support of this mission, all BWRSD libraries are members of the [LORI Network](#) and actively participate in interlibrary loan and resource sharing.

Definitions

Interlibrary Loan: a service whereby a patron of one LORI library can borrow materials or receive copies of documents that are owned by another LORI library.

Interlibrary Loan Conditions

All LORI member libraries that participate in resource sharing and interlibrary loan must meet the requirements of the [LORI Standards](#) and are expected to adhere to the following proposed interlibrary loan policy:

- All items in a participating library's collection that are generally available to the library's local patrons must also be available through interlibrary loan.
- Interlibrary loan requests must be filled (or declined) as quickly as possible.
- Interlibrary loan requests will be filled at the discretion of the school librarian.
- Interlibrary loan requests may be placed by patrons or library staff, depending on the needs of individual member libraries.
- Materials sent to fulfill interlibrary loan requests will be circulated for a minimum of 28 days to allow ample delivery time on either end of the loan period.
- Maximum interlibrary loan checkouts will be determined by individual member libraries.
- There is no charge for interlibrary loan transactions, with the exception that requesting libraries may be billed the replacement cost of damaged or lost interlibrary loan items at the discretion of supplying libraries.
- A member library's own patron hold requests will take precedence over interlibrary loan requests for the same item.

- Interlibrary loan requests may not be declined based solely on a requested item's format.
- Items that are specifically reserved for in-library or classroom use may be temporarily excluded from interlibrary loan as needed.
- Any other collection items or special collections that are unavailable for interlibrary lending must be specified in the member library's individual interlibrary loan policy; such restrictions must not violate compliance with the [LORI Standards](#).

ADOPTED: April 25, 2016