

Cooperation with other Libraries

INTERLIBRARY LOAN POLICY

Policy Statement

The West Tisbury Public Library provides interlibrary loan service in order to enhance and extend the resources available to its users. Because the Library cannot purchase or subscribe to every useful resource, interlibrary loan is an essential part of its mission to meet the informational needs of the community. By establishing reciprocal borrowing agreements with other libraries of all types, both within Massachusetts and beyond, the library supplements its own resources and expands its ability to achieve its mission.

References

The library's interlibrary loan service is provided in accordance with the Southeastern Massachusetts Library System (SEMLS) InterLibrary Loan Protocols and Guidelines, the NELINET InterLibrary Loan Reciprocal Code, the Libraries Very Interested in Sharing (LVIS) agreement, and the InterLibrary Loan Code for the United States.

Definitions

Interlibrary Loan is the process by which the library requests material from, or supplies material to, another library.

Material includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

Regulations

Borrowing Materials from Other Libraries

1. Interlibrary loan service is offered to all registered patrons.
2. Library users may submit interlibrary loan requests in person or online.
3. The library reserves the right to limit the number of items requested or borrowed by a single user at one time.
4. Materials which may be requested include books, including foreign language and large print books, out-of-print fiction and non-fiction, and government documents, as well as sound recordings, audio books, VHS videos and DVDs. Photocopies of magazine and newspaper articles may be requested in accordance with U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.
5. When material cannot be borrowed, locations will be identified for on-site use.
6. A loan or a copy of any material may be requested from another library, but the owning library will decide in each case whether or not a particular item can be provided.

7. When a requested item is available for pickup, borrowers will be notified by e-mail and phone.
8. The loan period for interlibrary loan materials is 14 days. Materials must be returned by the due date. Borrowers must request renewals before materials are due. Renewals are provided at the owning library's discretion and cannot be guaranteed.
9. Borrowers must honor any use restrictions specified by the owning library, such as no photocopying or in-library use only.
10. All borrowed material is subject to recall by the owning library. Borrowers must respond within one business day if the owning library recalls an item.
11. Interlibrary loan service will be limited or suspended for borrowers who repeatedly fail to pick up requested interlibrary loan materials, keep materials overdue, or damage or deface materials.

Charges

12. No charges will be levied without prior authorization from the borrower.
13. If a borrower authorizes the library to obtain materials from a supplying library that charges a fee, the borrower is responsible for paying the fee.
14. Borrowers are responsible for any charges levied by a supplying library for materials lost or damaged while charged out to the borrower. No refunds will be made for lost and paid interlibrary loan materials that are subsequently found.

Confidentiality

15. As with other Library users' records, the confidentiality of interlibrary loan records is protected by Massachusetts General Laws, Chapter 78, Section 7. The library will not disclose such records except for the purposes of interlibrary cooperation and coordination, or upon request or consent of the user. Interlibrary loan records will not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized by federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
16. Interlibrary loan transactions may generate both paper and electronic records that include personally identifiable user information. Once an item has been borrowed and returned and all fines and/or fees are paid, all local library electronic and paper records are deleted or destroyed.
17. All materials that ordinarily circulate to the library's own users, including books, CDs, audiocassettes, videocassettes, and DVDs, may be sent out on interlibrary loan, except for entire issues of periodicals. Non-circulating materials such as reference and genealogy books and microforms will not be interlibrary loaned, but photocopies of selected pages may be supplied. The library reserves the right to determine what material will be supplied on a request-by-request basis.
18. Returnable materials will be shipped via Massachusetts regional delivery whenever possible.
19. The loan period for interlibrary loan materials is 14 days. Renewals may be provided at the library's discretion.
20. Charges for lost or damaged materials will be based on the current replacement cost of the lost or damaged item.

21. Lending policies for materials owned by other libraries are set by the owning libraries and may differ from the West Tisbury Free Public Library's own lending policies.
22. Interlibrary loan service may be limited or suspended for borrowing libraries that repeatedly keep materials overdue or fail to properly package returning items, or that lose, damage or deface materials.

Adopted by vote of the Library Board of Trustees, 8/14/2008

Distribution of Free Materials/Community Information

As part of its public service and information mission, the West Tisbury Free Public Library makes available handout, display, and exhibit areas and bulletin boards. The use of these areas is intended to increase public awareness of the range of information available in the library collection and to make available information created by and of interest to the local community.

Free materials/community information

It is the policy of the West Tisbury Free Public Library, as part of its information mission, to provide access to free materials/community information through the distribution of free handouts or the public posting of flyers, notices, and posters. Such materials are limited to those of a civic, cultural, education, and/or recreational nature all of which must be from non-profit organizations. Distribution or posting of materials by the West Tisbury Free Public Library does not necessarily indicate the West Tisbury Free Public Library's endorsement of the issues or events promoted by those materials.

The intent of this policy is to give access to as much community information as possible. To achieve this goal, most material is displayed for one month only. The wooden post to the right of the bulletin board is reserved for Town postings: i.e.: warrants, job postings, etc. The elevator and desk areas are reserved for West Tisbury Free Public Library information. Shelf space may be used for Island-wide committee information/surveys at the discretion of the Director. Brochure space is also available for display of non-profit materials. The West Tisbury Free Public Library reserves the right to move any materials to make room for more current information.

Petitioning, soliciting or canvassing is not permitted in the West Tisbury Free Public Library or on West Tisbury Free Public Library property.

Adopted by vote of the Library Board of Trustees, 8/14/2008