

East Providence Public Libraries Interlibrary Loan Policy

The Board of Trustees of the East Providence Public Library recognizes that no single Library can meet all of the demands of its community. Therefore, the East Providence Public Library is a member of Ocean State Libraries (OSL) consortium, through which a statewide database is available and Interlibrary Loan (ILL) is accomplished in compliance with the Library of Rhode Island (LORI) standards. The East Providence Public Library makes its circulating materials available for interlibrary loan with the exception of XPress items and Library of Things. These items must be picked up and returned to an East Providence Public Library branch. As a member of OSL, the East Providence Public Library also provides ILL service through Rhode Island Colleges and Universities as well as public and academic libraries across the country using the following procedures:

- Materials can be ordered from outside the OSL consortium if there are no copies within the system.
- Materials will receive a loan period of three (3) weeks. A one-time extension of one (1) week may be granted at the request of the patron.
- There is a shipping cost of \$3 for each item, due before the request can be processed. This fee will be refunded if we are unable to obtain the material. Additional fees will be assessed for late, lost, or damaged items.
- The patron is responsible for the care and condition of borrowed materials. Any cost for the replacement of damaged material is at the discretion of the owning library.
- All ILL requests for out of state materials should be made in person at Weaver or Riverside Branch library.
- Occasionally an owning library will also charge a fee for borrowing an item. Patrons will be notified beforehand if this is the case so that they may stop the loan process if they so choose.
- A patron can only have five (5) ILL items requested, pending, or checked out at a time.