

INTERLIBRARY LOAN POLICY & PROCEDURES

A. INTRODUCTION: The Berkshire Athenaeum is a member of the Central/Western Massachusetts Automated Resource Sharing, Inc. (C/WMARS), a library consortium of over 150 libraries of different types sharing an online computer catalog and circulation files, and offering reciprocal borrowing privileges to patrons of member libraries. The Berkshire Athenaeum is also a member of the Western Mass Regional Library System (WMRLS), which provides an interlibrary loan network and locates materials for the users of the Region's member libraries.

B. DEFINITIONS: Interlibrary loan service is based on the premise that people have a need for all types of information located in all types of libraries, and that limitations in funding, physical space, and other factors preclude any library from being entirely self-sufficient.

B.1. System Wide Holds / Patron Placed Holds (SWH / PPH): A transaction in which a hold is placed online in the C/W MARS database by a library staff member or a patron for an item in the collection of their own or another member library. A filled SWH or PPH (also known as a reserve) constitutes a transaction in which the patron is responsible to the lending library for the return of the borrowed item.

B.2. Interlibrary Loan (ILL): A transaction in which the Berkshire Athenaeum requests for the use a patron an item not available for loan from a library within the C/W MARS network. A filled ILL constitutes a transaction in which the Berkshire Athenaeum is responsible to the lending library for the return of the borrowed item.

C. CONDITIONS OF SERVICE: ILL service operates within general guidelines established by C/W MARS, WMRLS¹, the American Library Association²(ALA), and the policies and procedures of lending libraries.

D. HIERARCHY OF RESOURCES: In accordance with the standard library precept of accessing local resources first, a patron seeking an item available within the C/W MARS network will have that request submitted as a SWH / PPH. (See "Procedures for System Wide Holds and Patron Placed Holds.") A patron seeking an item not available for loan and not fillable within the C/W MARS network has the option of requesting the item through the ILL service.

E. MATERIALS AVAILABLE:

¹ The WMRLS Interlibrary Loan policy may be viewed at <http://www.wmrls.org/services/ILL/ill.html>.

² The American Library Association interlibrary loan guidelines may be viewed at http://ala.org/Content/NavigationMenu/RUSA/Professional_Tools4/Reference_Guidelines/Interlibrary_Loan_Code_for_the_United_States.htm

- E.1. Library materials may be requested on loan or in photocopy from another library. The lending library will decide in each case whether a particular item can be provided.
- E.2. Items missing from the Berkshire Athenaeum collection may be requested.
- E.3. While perhaps available from C/W MARS library collections via SWH/PPH, the Berkshire Athenaeum will not request or lend the following types of materials through the ILL service:
- Feature films on video cassette or DVD
 - Bulky or fragile materials that are difficult or expensive to ship
 - Rare or valuable materials
 - Items identified as non-circulating
 - Multiple copies of titles for reading groups
 - Materials for recurring class assignments. College students should rely upon the collections and interlibrary loan systems of their college libraries for materials needed for courses. Textbooks needed by students in connection with course work activity at any level will not be requested.

F. PATRON RESPONSIBILITIES:

- F.1. Patrons placing or having placed for them SWH/PPH transactions are subject to the circulation policies of the lending library.
- F.2. A patron may not have more than three (3) ILL transactions in process at any given time.
- F.3. For ILL requests that are photocopies (i.e. from magazine articles or other reference materials), charges by the lending library are the patron's responsibility and will be collected by the Athenaeum at the time the item is claimed.
- F.4. Patrons are responsible for the timely return of borrowed items. All overdue items are subject to overdue fines of \$.10 per day to a maximum of \$10.00 per item.

G. BORROWING LIBRARY PROCEDURAL RESPONSIBILITIES:

- G.1. All ILL requests must be submitted by the borrowing library on the appropriate WMRLS electronic interlibrary loan form. Requests for known items should include complete bibliographic information. Subject requests should be accompanied by a full description of the nature and level of materials requested.
- G.2. The Athenaeum will not forward an ILL request for an item that cannot be minimally identified by title and author. Staff will use the C/W MARS database, the statewide virtual catalog, and other sources as appropriate to complete partial

- citations, but if this proves fruitless, the borrower will be asked to obtain the minimum information of author and title.
- G.3. The Athenaeum will honor any limitation on use imposed by the lending library.
- G.4. Patrons who through previous ILL experience have demonstrated irresponsible borrowing habits should be denied interlibrary loan service.
- G.5. The Athenaeum is responsible for assuring the prompt return in good condition of any ILL items. The Athenaeum will meet all costs of replacement for lost/damaged items as assessed by the lending library, seeking reimbursement from the patron for these charges.
- G.6. Requests to renew ILL materials are not accepted.
- H. FAMILY HISTORY CENTER: The Local History Department of the Berkshire Athenaeum has entered into an agreement with the Church of Jesus Christ of Latter-Day Saints (also known as the Mormons) to serve as a Family History Center. Requests for genealogical microfilm are handled in accordance with the Athenaeum's "Family History Center Policy and Procedures."