

## What is InterLibrary Loan?

- Interlibrary Loan (ILL) is a service Framingham Public Library offers to help you get books and articles (and sometimes other items) not available from libraries within the Minuteman Library Network(MLN).
- Items cannot be requested if MLN owns it, unless the MLN copy is missing or withdrawn.
- Items must have 10 or more holdings in U.S. only and **not** be from this year or previous year.
- A requested item could take up to four (4) weeks to arrive, depending upon how widely available it is and the location of the library sending it.
- We cannot track items and only know when they arrive here or we find we cannot get them, in which case we notify patrons immediately, and in other words, no news is good news.
- In rare cases the loaning library may request a fee for sending an item. This fee is paid by the requester. (We have only been charged 5 times in 6+ years, but we have to ask...). Patrons **MUST** specify if they are willing to pay for an item, if there is a charge, and what the maximum amount would be. Framingham Public Library absorbs all other cost associated with ILL (postage, shipping etc).
- You will receive an email notification of the arrival of your loan(s), which will be held at the Main circulation desk for check-out. Materials will be held for 7 days. Only 1 notice will be sent.
- The loan period for ILL items is two (2) weeks.
- Late charges for ILL items are \$2.00 per day per item.
- Renewals are at the discretion of the lending library. Make renewal requests at least three days BEFORE the book is due. **We cannot request renewals for items that are already overdue.**
- Users are responsible for all ILL materials in their possession, and for replacement costs for materials damaged or lost while in their possession. Replacement costs are determined by the lending library, and often include a processing fee.
- All items **MUST** be returned to the Framingham Public Library building that they were checked out from.