



Adams Public Library

205 Central St
Central Falls, Rhode Island 02863

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Interlibrary Loan Policy

1. Individuals making an interlibrary loan request must have a valid Ocean State Library card, no overdue library material, nor fines greater than \$5.00.
2. Users are limited to five outside OSL interlibrary loan requests a week.
3. Patrons assume full responsibility for all interlibrary loan materials borrowed. If an interlibrary loan item is damaged or lost, the patron must pay for the cost of repair or replacement.
4. Circulation policies of the Adams Public Library apply to all interlibrary loan transactions involving Adams material.
5. Interlibrary loan materials may be renewed only with the permission of the lending library. A patron must request a renewal at least three business days before the material is due.
6. Loaned material may be recalled by the owning library at any time.
7. The following Adams Public Library materials are not available to be interlibrary loaned to outside libraries; however, these materials will be photocopied or scanned whenever possible to fulfill requests.
 - a. Reference materials
 - b. Local history materials
 - c. Periodicals & Newspapers

8. Copy or scanning requests at Adams Public Library will comply with the U.S. Copyright Law (Title 17, U.S. Code) and its accompanying guidelines.
9. Interlibrary loan records are confidential.
10. Interlibrary loan transaction records are kept for 1 year.
11. All staff will follow all guidelines set by the LORI Interlibrary Loan Code, as laid out in Section 4.00 of the Library of Rhode Island Standards and Regulations (July 30, 2015)

Version Control.

Version	Date	Approved By	Comments
1.0	March 9, 2016	Board of Directors	First Version
1.1	September, 2017	Board of Directors	Second Version