

WESTHAMPTON PUBLIC LIBRARY
Interlibrary Loan/Network Transfer Policy
Updated 1/26/2016

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. Loans may be network transfers, Virtual Catalog requests, or interlibrary loans. A network transfer is an item provided by the C/W MARS consortium. A Virtual Catalog request is provided by other Massachusetts networks. An interlibrary loan is a transaction in which library material is made available by one library to another upon request.

The Library provides a variety of loan options:

Network Transfers- books, movies, magazines, audiobooks, and other physical items, requested through the C/W MARS catalog. Network transfer requests may be placed directly by the patron.

Virtual Catalog Requests- books, movies, magazines, audiobooks, and other physical items requested through the state-wide Virtual Catalog. Virtual Catalog requests may be placed directly by patrons.

Mediated Interlibrary Loans- books, movies, magazines, audiobooks, and other physical items, requested from outside of Massachusetts. These requests are placed by library staff.

Article Requests- articles from magazines, journals or other sources. Many of these articles are available in our research databases which patrons can search online. If a patron cannot locate an article, the library staff can request it through the Boston Public Library

Interlibrary Loan Fees

Network Transfer and Virtual Catalog Requests are free.

Mediated Interlibrary Loans, when the request is being placed, have the option of selecting an acceptable lending fee (free, up to \$10, \$11-\$19, \$20+). Before placing the request, the librarian will confirm with the patron what, if anything, they are willing to pay for the item. The actual cost of the item will not be known until the Resource Sharing Team at the Massachusetts Library System locates the item. If the patron wishes to request an item with a fee attached, the fee will need to be paid before the item is checked out. Items shipped to the Westhampton Public Library are returned the same way. Patrons will be charged for the amount of postage paid to ship the item to Westhampton. The patron will be charged for postage at the time of check-out. Should the shipping charges differ between receiving and returning, the patron will be refunded the amount if the cost is over what the charge was to ship. Patrons will additionally be charged if the item's lending instruction has late fees or if the item is lost by the lending institution's designated fees.