

Library Loans Outside of Massachusetts Networks

NOTE: This policy replaces the Inter-Library Loan Policy and Procedures

The Peabody Institute Library believes that service for library patrons is enhanced immeasurably by cooperative efforts among libraries willing to share their resources. We seek to expand access whenever possible with reciprocal borrowing through InterLibrary Loans among the NOBLE network of libraries, which allows for the free exchange of materials between all certified libraries in the NOBLE network, and the Commonwealth Catalog (ComCat), which allows for the free exchange of materials between participating libraries throughout the Commonwealth of Massachusetts.

When these services fall short of patron needs, the Peabody Institute Library seeks to expand access by borrowing materials through WorldCat, a catalog system that offers reciprocal borrowing among participating libraries throughout the world. These services often incur borrowing fees or shipping costs set by the loaning library.

If such fees are incurred the Peabody Institute Library will cover the cost up to ten dollars (\$10.00) per loan on behalf of the patron.

Costs in excess of ten dollars (\$10.00) will be the borrowing patron's responsibility. Prior to ordering the loan or charging the patron:

- The staff will notify the patron that there is a cost associated with the loan and inform the patron of the amount they will be responsible for
- The staff will provide an estimated delivery date with the stipulation that it is only an estimate and subject to national and international postal speeds, Customs holdups, weather delays or other events that are outside the control of both the loaning library and the Peabody Institute Library
- The patron has the option to proceed with the loan and pay the balance of the cost of the loan in excess of \$10.00 or cancel the request.
- If the patron decides to proceed with the loan, the patron will be responsible for payment of their portion of the associated costs prior to library staff placing the request
- Library staff will forward the request as soon as the patron's agreed-upon portion of the payment is received

- The patron's portion of the loan charge is non-refundable except in the following instances:
 - The requested material does not arrive
 - The requested material arrives after a timeframe of usefulness specified by the patron

As approved by the Board of Library Trustees the 13th day of September, 2010.