

Portland Library

20 Freestone Avenue Portland, CT 06480

Interlibrary Loan Policy

The policy of the Portland Library is to borrow items from other libraries to meet the patrons' requests when the items are not available at Portland Library as needed. Items owned by Portland may be borrowed from member libraries of the Library Connection consortium. Generally, the Library will not borrow from outside the Library Connection consortium items currently held by Portland and in active circulation.

Interlibrary loan services may be restricted to residents and taxpayers of Portland.

The service is offered regardless of age.

The number of items requested on interlibrary loan will generally be limited to no more than five in process per patron, unless otherwise authorized by the staff.

Interlibrary loan services are subject to the availability of items and regulations of the loaning libraries.

The state of Connecticut has provided a delivery system, *Connecticar*. Interlibrary Loan Services may be restricted or discontinued in the event that no such delivery system is in place.

Portland Library is willing to loan most materials to other libraries which are willing to reciprocate in kind. Exceptions may be made in the case of high demand items, short loan items (such as books loaned for a short term and not holdable), or special collections.

Any charges assessed by loaning libraries will be passed on to patrons but items will be borrowed only with their prior approval of the charges. Fees and charges may be waived at discretion of the library director, or his/her designee.

Approved by the Board of Library Directors 5-21-2015 as revised