

Policy #3
Inter-Library Loan

Materials from other libraries may be borrowed through the Inter-Library Loan program. This service is available to residents of Coventry. Likewise, the Booth & Dimock Memorial Library will loan out materials to other libraries. Video games and board games shall not circulate through ILL. New items shall not circulate through ILL until four (4) months after their accession.

Revised June 2020
Revised September 2019
Reviewed June 2010
Revised May 2003
Adopted October 1993



Inter-Library Loan Procedures

A patron of the Library, who is a resident of Coventry, may ask the Library to borrow materials from another library's collection.

The Library Assistant:

Directs patron to the online catalog and shows the patron how to search and request an item from another library OR submits an Inter-Library Loan request for the patron.

Mediates Inter-Library Loan requests from patrons.

Processes Inter-Library Loan deliveries through RequestIT.

Calls or e-mails the patron when the item is available.

Will request a renewal from the lending library as requested by patrons.

Revised June 2020

Revised September 2019

Revised May 2012

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