

Policies

Policies described in this document attempt to reflect and incorporate existing interlibrary and consortial agreements and practices. In particular, we intend that they comply with the [ALA Interlibrary Loan Code of the United States](#).

Please note section 4.8 Responsibilities of Requesting Library:

“Assume responsibility for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, provide compensation or replacement, in accordance with the preference of the supplying library.”

- When a borrowing library is marked as a “pick up location” and not necessarily the patron’s home library, they become the responsible requesting library
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Loan Period: 28 days to the patron (56 total days to the borrowing library)

Active Requests: 10 active requests per patron

A request will wait a library for **4 days** before moving on to the next available lender.

Completed requests are maintained in the system for **10 days**.

No Renewals.

Who may use the Patron-Initiated Commonwealth Catalog Borrowing Service:

- All active patrons in good standing are eligible.

Each Library is responsible for transactions by its own patrons (as defined by authentication), as well as for the materials borrowed on their behalf. Transactions for individuals who have multiple affiliations are the responsibility of the library through which they are authenticated.

A patron may be blocked from borrowing by the authenticating library based on criteria of that library or the consortium/network to which the library belongs.

What types of Material May be Borrowed:

- Each library will lend to other libraries according to its own policies. However, libraries should lend on the Commonwealth Catalog Borrowing Service only material that may be circulated outside of the borrowing library. Commonwealth Catalog profiles should be configured to exclude non-circulating material whenever possible. Libraries that do not lend a certain format, subject, or type of material will not be excluded from borrowing those materials from other participants.

Responsibilities and restrictions regarding use of borrowed material:

- Materials borrowed on the Commonwealth Catalog Borrowing Service may not be placed on course reserve at the borrowing institution.
- Overdue fines resulting from late return by the borrowing patron are set, collected, and kept by the borrowing library in accordance with its own practices.
- There are no overdue fines assessed by the lending library.

- Lost book replacement and processing fees that result from non-return by the borrowing patron are set by the lending library. The borrowing library is responsible for reimbursing the lending library according to established procedures. The borrowing library may in turn bill and collect replacement charges from the borrowing patron according to its own practices.
- Lost book replacement and processing fees for “lost in transit” items are set by the lending library. The borrowing library is responsible for reimbursing the lending library according to established procedures.
- The requesting library is responsible for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.
- When a borrowing library is marked as a “pick up location” and is not necessarily the patron’s home library, they become the responsible requesting library.

Borrowing and lending policies:

- System-wide loan periods have been established to simplify handling, minimize overdue situations, and provide consistency to library patrons. They should be configured in local systems as follows:
 - 8 weeks (56 days) to borrowing library
 - 4 weeks (28 days) to patron
 - No renewals
- Recall of material by the lending library is permitted only in exceptional situations (e.g., if needed immediately for course reserve at the lending library.)
- Each library patron may only have 10 active requests at any one time. Requests that have passed to a local library system do not enter into this count.
- Libraries may not charge fees to loan to other participants.
- Turn-around-time: Five days will be the standard aging default before a request proceeds to the next lender in the string. Participants are expected to respond to requests daily. If a library expects to be closed for several days, or anticipates that it will be unable to lend material during a particular time, it should submit a request through the Commonwealth Catalog helpdesk to request to be set to “currently not accepting requests.”
- Delivery - The lending library will attach the uniform Commonwealth Catalog book band to all items shipped as a result of requests of the Commonwealth Catalog. The book band will remain affixed to the book throughout its processing, circulation, and return. Its purposes are to identify material that is being handed on the Commonwealth Catalog system, to allow for affixing a borrowing library barcode, and to give the information and instructions to patrons.
- Commonwealth Catalog participating libraries will use existing delivery system to move material between libraries. Therefore, material should use bookstraps generation by the Commonwealth Catalog in addition to the agreed upon routing slips.

 1. "Interlibrary Loan Code for the United States." American Library Association. 2008. <http://www.ala.org/rusa/resources/guidelines/interlibrary> (Accessed 03/11/2015)

2. Handling of charges, fines, and fees among participating libraries may require additional consideration. In the meantime, existing policies and practices should be adapted whenever possible. Consistency with Interlibrary Loan agreements, the Boston Library consortium Card Program and the Networks’ Point-to-Point Program is desirable.