

# East Providence Public Libraries

## Interlibrary Loan Policy

The Board of Trustees of the East Providence Public Library recognizes that no single Library can meet all of the demands of its community. Therefore, the East Providence Public Library is a member of Ocean State Libraries (OSL) consortium, through which a state wide database is available and Interlibrary Loan is accomplished in compliance with the Library of Rhode Island (LORI) standards.

The East Providence Public Library makes its circulating materials available for interlibrary loan with the exception of XPress books, XPress Dvds, iPadMinis, and Book Club in a Bag Kits. These specific items must be picked up and returned to an East Providence Public Library.

As a member of OSL, the East Providence Public Library also provides interlibrary loan service through Rhode Island Colleges and Universities as well as public and academic libraries across the country using the following procedures:

- Books can be ordered from outside the system only if there are no copies available within the Ocean State Libraries system.
- Books will receive a loan period of three (3) weeks.
- A one-time extension of one (1) week may be granted at the request of the patron.
- No more than one extension is permitted unless granted by the owning library.
- There is no charge to request a book. However, fees will be assessed for late, lost, or damaged items.
- Occasionally an owning library will charge a fee for borrowing an item. Patrons will be notified beforehand if this is the case so that they may stop the loan process if they so choose.
- The patron is responsible for the care and condition of borrowed material.
- Any cost for the replacement of damaged material is at the discretion of the owning library and is the sole responsibility of the patron.
- A patron can only have five (5) items requested, pending, or checked out at a time.

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