

Chelsea Public Library Interlibrary Loan Policy

Interlibrary loan is a service for obtaining materials not owned by Chelsea Public Library. These materials are borrowed from other libraries in Vermont or from out-of-state libraries for loan to Chelsea Public Library borrowers who live in Chelsea.

Chelsea Public Library also lends materials from its collection to other libraries on request. Interlibrary loan is essential to all libraries and is a way by which a broad range of materials can be made available to Chelsea residents.

Because we send and receive interlibrary loan items through the mail, patrons are encouraged to donate \$2.50 per item requested. While this is not a required fee, donations are always greatly appreciated.

Compliance:

This policy complies with the guidelines of the American Library Association and the Vermont Interlibrary Loan Code.

Eligibility:

Any registered borrower at Chelsea Public Library who lives, owns a business or whose organization is in Chelsea or Vershire may request materials through interlibrary loan. All out of town residents, businesses and organizations are asked to submit requests at their home town library.

Materials that may be borrowed (based on availability from the owning libraries):

- ✂ Books both in print and out of print
- ✂ Periodical articles
- ✂ Information on a particular subject
- ✂ A/V materials

Out-of-state borrowing:

After consulting with the patron, requests will be sent to libraries out of state if the needed materials are not available from a library in Vermont . The Librarian will try free sources first and if none are available, will ask the patron if asking a library that charges for its materials would be okay.

Requests for newly published books:

Recently published books may be requested. With all requests Chelsea Library first considers them for purchase for its own collection before pursuing them through interlibrary loan. If Chelsea Library chooses not to purchase the book, we will attempt to borrow it from another library.