

Kennebunk Free Library Interlibrary Loan Policy

As part of the Maine InfoNet Consortium, Kennebunk Free Library is a Minerva library. Minerva is a shared library system that brings together over 60 libraries of all types from across the state. Its catalog includes over six million items that are available to Kennebunk Free Library patrons. This means patrons can request books, audiobooks, DVDs, music CDs and video games from across the state.

Kennebunk Free Library (KFL) also offers free Interlibrary Loan (ILL) service to all library patrons when an item is not available through Minerva or MaineCat. Staff will request these materials from out-of-state libraries for KFL patrons.

ILL Policies

1. A request through the ILL system may take a few days to several weeks, depending on the availability of an item.
2. ILL is a system of last resort. KFL will not necessarily be notified that an item is or is not being sent.
3. The limit for ILL requests is 3 items per person per week.
4. Only one copy of any material may be requested.
5. KFL will only request materials from free lenders
6. New books and best sellers are not recommended for ILL, as they are generally not available. However, the KFL will consider a request to purchase new books and best sellers.
7. Some materials (i.e. rare books, special collections, etc.) may not be available for ILL.
8. Some materials may come with restrictions, such as the item must be read in-library.
9. Checkout periods for materials obtained through ILL may vary, depending on the policies of the lending library.
10. Materials obtained through ILL are not renewable.
11. Patrons are responsible for the item borrowed.
12. If material obtained through ILL is lost, not returned, or damaged during the lending period, the borrower will be charged for replacement.

ILL Process

1. To request an item via ILL, patrons should ask staff at the Adult Help Desk.
2. When requested material arrives at KFL, the patron requesting the material will be notified.