

Kennebunk Free Library Interlibrary Loan Policy

The Kennebunk Free Library (KFL) offers free Interlibrary Loan (ILL) service to all library patrons. Patrons can request materials not owned by the KFL through the ILL service. If the KFL does not own the requested item, the staff will try to locate the material through the statewide ILL system.

A search through the ILL system may take a few days to several weeks, depending on the availability of an item. The timeframe for receiving material via ILL is generally 7-10 days. For items that are requested from out-of-state or non-U.S. libraries, the receipt time may take longer than 7-10 days.

ILL Policies

1. Only one copy of any material may be requested.
2. Only books and copies of periodical articles may be requested via this service, as most libraries only loan books. In some instances, materials such as microfilm or audiobooks can be fulfilled, depending on the lending library. The KFL staff can assist with these requests.
3. 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.
4. The limit for ILL requests is 5 items per person per week.
5. Checkout periods for materials obtained through ILL may vary, depending on the policies of the lending library.
6. Most materials obtained through ILL are not renewable. However, in some instances the KFL staff can assist in extending the loan period. If an extension is needed, the borrower must contact the KFL staff *prior* to the due date.
7. Some materials (i.e. rare books, special collections, etc.) may not be available for ILL.
8. Patrons are responsible for the item borrowed.
9. 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 may either fill out the ILL form available at the Main Circulation desk and return the form to the library staff, or complete the ILL form available on the KFL website.
2. A separate form must be completed for each item.
3. When requested material arrives at the KFL, the patron requesting the material will be notified.