

## Kennebunk Free Library Interlibrary Loan Policy

Kennebunk Free Library is part of the Minerva consortium, 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. KFL patrons are also able to request items through MaineCat, a broader system that includes additional Maine libraries. Items borrowed through either system are subject to Minerva or MaineCat policies regarding checkout periods, renewals, and replacement cost/fees for lost or damaged items.

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

### **Out-of-State ILL Policies**

1. KFL makes no guarantees that an ILL item will be available or will arrive in a timely fashion.
  - a. A request through the ILL system may take a few days to several weeks, depending on the availability of an item.
  - b. KFL will not necessarily be notified whether an item is being sent.
  - c. Books less than one-year old, best sellers, and rare books or special collections are unlikely to be available for ILL.
2. ILL requests are limited to 3 items per person per week.
3. Only one copy of any material may be requested.
4. KFL will request materials only from free lenders (libraries that don't charge to loan).
5. Lending policies are determined by the lending library.
  - a. Some materials may come with restrictions, such as the item must be read in-library.
  - b. Checkout periods for materials obtained through ILL may vary, depending on the policies of the lending library;
  - c. materials obtained through ILL are not renewable.
6. Patrons are responsible for the item borrowed: If material obtained through ILL is lost, not returned, or damaged during the lending period the borrower will be charged for a replacement.
7. To request an item, patrons should ask staff at the Adult Help Desk.
8. When requested material arrives at KFL, the patron requesting the material will be notified.