

Interlibrary Loan Policy



Interlibrary loan (ILL) is a process through which library material, or a copy of the material, is made available by one library to another upon request. The purpose of interlibrary loan is to ensure that residents of Lewiston have the means to free and open access to information and ideas. Interlibrary loan materials may be requested from our Valnet partner libraries or from other libraries through a nationwide lending system. If the Lewiston City Library does not have the material that a user needs within its collection or within the greater Valnet collection, library staff will attempt to borrow it from another library via the ILL system outside the Valnet consortium of libraries.

Eligible Borrowers

Interlibrary loan service is available to any resident of Lewiston in good standing (i.e. library card is not blocked for fines or overdue materials) with no more than 3 claimed-returned items and a permanent, verifiable address and phone. Valnet library card holders in good standing who are not residents of Lewiston may be assessed a postage fee.

Requesting Materials

A. Material Types

Most libraries will not ordinarily lend the following types of materials and, consequently, the following will not be requested:

- Audio visual materials (videos and sound recordings);
- Reference material (directories, encyclopedia sets, indexes, genealogy material)
- Bound volumes or individual issues of magazines and newspapers
- Software
- Rare, archival, manuscript or fragile items
- Popular books published within the last year
- Books currently in the collection of the Lewiston Library

B. Number of Requests Accepted

A library user may have up to three (3) interlibrary loan transactions at any one time. This includes requests that are pending as well as materials that the user currently has borrowed through interlibrary loan.

C. Circulation of Interlibrary Loan Material

Loan Period – the library lending the material sets the due date. Typically, ILL materials will be loaned to patrons for a two-week period and shall be picked up and returned to the Lewiston Library.

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Renewals – Library users are encouraged to return materials at the end of the loan period so that materials are not absent from the lending library for an unreasonable length of time and to avoid fines as well as blocking our account from future requests. Renewals are only permitted if the lending library allows such an extension. Requests to renew an item must be submitted two days in advance of the due date for the item and can be renewed only one time. Materials received through interlibrary loan may not be renewed or requested again for at least six months.

Notification – Information regarding the arrival of items, approval or disapproval of renewal requests, overdues, unfilled requests, and any other pertinent matters will be communicated to the patron by phone, email or postal mail.

D. Borrowing Fees and Overdue Fines

Agreement to Accept Charges from Lending Libraries – The Lewiston Library will make every effort to request materials from those libraries who do not charge for lending their materials. Many libraries, however, do charge for lending materials from their collections. Library users are responsible for any charges applied by the lending library including photocopy charges, postage for the loan of microfilm or microfiche, overdue fines, or fees for damaged or lost materials. Library staff will make every effort to notify the library user as to any fees that will be assessed by the lending library. If lending charges are not paid at the time the material is picked up, they will be attached to the user's circulation record and handled in the same manner as other library charges.

Overdue Fines and Charges for Damaged or Lost Materials – Fines will be assessed for interlibrary loan materials that are returned past their due date. These fines are established by Library staff and are periodically reviewed by the Library Board of Trustees. The library user is responsible for any charges assessed by the lending library for damage to an interlibrary loan item. If an ILL item is lost, the user will be responsible for the cost of the item, plus a non-refundable processing fee. No refunds will be made for lost and paid interlibrary loan materials that are subsequently found. If an item is found after payment has been made, the item becomes the property of the payee.

E. Failure to Pick-Up Interlibrary Loan Materials

Library users who request an item via ILL and fail to pick it up within five days upon notification by library staff will be assessed a fee for each unclaimed item, in addition to any fees or charges assessed by the lending library.

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F. Loaning to Requesting Libraries

In order to ensure that Lewiston residents have access to the latest materials, the following items will not be loaned outside of the VALNet library system:

- Books on the reserve list
- Items that are listed on the New York Times or Publisher's Weekly bestseller lists
- Audio books and movies,
- Reference, genealogy materials,
- Bound or current issues of magazines and newspapers, and
- Rare, archival, manuscript or fragile items.
- Maps

The Lewiston City Library will lend photocopies of periodical articles or pages from books in accordance with federal copyright law.

*Adopted by Lewiston Board of Trustees
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