

Amherst Public Library Interlibrary Loan Policy

The Amherst Public Library, in keeping with its mission, provides educational, recreational, and cultural enrichment to its users through a collection of materials selected to meet their wants and needs. Occasionally a library user may request material not currently available in our collection. To address this kind of concern, the library has developed an Interlibrary Loan policy and procedure.

All requests for Interlibrary loans will be referred to the Reference Desk. The Reference staff member accepting the request will fill out an ILL request form and verify the title information using Worldcat, Baker & Taylor's Title Source, Amazon.com, or another library's catalog. The Reference Department Manager or other appropriate member of the management team will determine whether the book will be requested as an interlibrary loan or recommended as a purchase for the library's collection.

ILL Guidelines

- Patrons requesting an Interlibrary Loan must possess a valid Amherst Public Library Card.
- Interlibrary loan is appropriate for popular materials at least 9-12 months old and for specialized materials new and old. Requests for new popular materials are considered for purchase by the selector for that collection.
- Once the interlibrary loan request is sent, APL cannot control the speed of the reply. If the material is needed in less than ten (10) business days, the patron will be referred to area libraries in which the material is listed as available.