



ILL Lending Policy for Other Libraries

The following policies are for other libraries requesting items from the Maxwell Library via Interlibrary Loan (ILL). Individuals should contact their own public, academic, or corporate library to make a request. The Maxwell Library lends both domestically and internationally.

Please forward any questions to:

- dds@bridgew.edu, or
- 508-531-1706

We prefer requests received via OCLC Resource Sharing, but will honor the ALA form or an email request. Telephone requests are not accepted.

- OCLC symbol BDR
 - [Profile](#)
- Docline LIBID: MAUBUP
- [ALA ILL Form](#)

Costs

Maxwell Library is a member of several consortia and also has several resource sharing agreements. In general, if a library identifies itself as a free supplier or reciprocal lender in the OCLC policy directory, the Maxwell Library will provide ILL services free of charge. Otherwise, we charge based on the borrowing library's own lending policies. ILL Fee Management (IFM) is the preferred method of payment.

Shipping

All shipments (beyond our regional courier service) are made via US Postal Service. International shipments are shipped via US Postal Service International mail.

Eligible for Lending

- Books
- Audiovisual Materials
- Dissertations and theses, if a circulating copy is available
- Certain Reference materials (conditional upon approval by the Access Services Librarian)

Non-circulating Materials

- Reference (exceptions: see above)
- Special Collections and Archives materials (unless prior approval is obtained. Please contact the Archives and Special Collections Librarian for assistance: okingsley@bridgew.edu)
- Paper editions of newspapers
- Maps
- Microfiche and Microfilm (scanned articles may be shared)
- Restricted-access Tests (Educational Resource Center)
- Instructional Aids and Test Prep materials (Educational Resource Center)
- Reserve Materials



Loan Periods

The typical loan period is four weeks with an option to renew for an additional four weeks. Items with outstanding holds will not be renewed.

Copying/Scanning Policies

Maxwell Library will provide digitized scans of journal articles, book chapters, or other materials in our collection for borrowing libraries provided they do not violate any copyright restrictions. Frail or old items that would be damaged by the scanning process will not be copied.

Lost/Replacement Policy

If an ILL item that we have lent is lost or damaged after leaving our premises, the replacement or repair fees are the responsibility of the borrowing library. We will invoice libraries for materials not returned to Bridgewater State University. A lending block may be placed on institutions that have borrowed items that are more than 30 days overdue.