



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
library@ashburnham-ma.gov

Interlibrary Lending Policies

Loans to Massachusetts Libraries

The Stevens Memorial Library will loan print, audio, and video materials to other libraries in Massachusetts whenever possible with the following restrictions:

- Materials are loaned for four (4) weeks. Renewals are available via email or phone unless a hold has been placed on the item.
- Reference and historical items are not available for loan.
- New materials are loaned rarely, and renewals may not be available for these items.
- Other institutions may place holds on items that are currently out to a borrower, provided that the item is both:
 - more than 6 months old
 - due within 10 days of the date the hold is being placed
- Returnable material will be shipped via the Massachusetts statewide delivery system whenever possible, or via USPS Library Mail; material may be shipped via other means if the borrowing library pays all shipping charges.
- Nonreturnable materials will be scanned and sent via email whenever possible, or sent via fax or USPS First Class mail if necessary.
- Loan requests are accepted through email, phone, mail, or fax.
- Repeated or egregious breach of this policy by a requesting library may result in its being barred from future loans. Such violations include (but are not limited to) repeatedly keeping materials overdue, failing to properly package returning items, or losing, damaging, or defacing materials.

Loans to Libraries Outside of Massachusetts

In an effort to make materials as widely available as possible, the Stevens Memorial Library loans its materials to libraries outside of Massachusetts as well. Guidelines are the same as above, with the following modifications:

- Materials are loaned for six (6) weeks.
- There is no charge for any loan, however borrower pays return postage costs.

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