

Lawrence Library

Interlibrary Loan and Resource Sharing Policy

The purpose of interlibrary loan (ILL) is to expand the range and scope of materials that can be made available to library patrons. This service has no age restrictions and is available to any patron with a library account in good standing.

CWMARS

The Lawrence Library is a member of the CWMARS library consortium and will act in accordance with CWMARS' Resource Sharing Policy. Library materials may be requested from any CWMARS library and will be sent to the Lawrence Library for pickup. There is no fee for this service.

Items borrowed from other CWMARS libraries are subject to the lending policies of the owning library. Materials circulating from other libraries may have different loan periods and may charge different overdue fines. If an interlibrary loan item is lost or damaged, the patron is responsible for the replacement fee of the item. The Lawrence Library can not accept cash payments for another library's item; replacement fees must be paid online or by check made out to the owning library.

Per CWMARS policy, items requested from other libraries will be held for 7 days at the Circulation Desk. If an item has not been picked up within 7 days, it will be returned to the owning library.

Unless otherwise noted, items borrowed from within the local library network may be returned at any CWMARS library.

Commonwealth Catalog

If an item is not available locally through CWMARS, patrons may borrow from other Massachusetts library networks using the Commonwealth Catalog. Patrons are able to request materials online through the Commonwealth Catalog website, or may submit requests to the Interlibrary Loan Librarian in person, via

email/telephone, or by filling out the ILL request form on the Lawrence Library website. All patrons with an active library card in good standing are eligible to borrow materials from the Commonwealth Catalog. There is no fee for this service.

Like items borrowed from CWMARS member libraries, any materials borrowed from the Commonwealth Catalog are subject to the lending policies of the owning library. Commonwealth Catalog loans may be borrowed for 28 days and may not be renewed. Each library patron may have up to 10 active Commonwealth Catalog requests at any one time.

Any materials borrowed through the Commonwealth Catalog must be returned directly to the Lawrence Library.

Out-of-State Interlibrary Loans

If an item is not available from the local CWMARS consortium or from the statewide Commonwealth Catalog, it may be possible to borrow the item from an out-of-state or other non-network library. All such interlibrary loans are mediated by the Massachusetts Library System (MLS) on behalf of its member libraries.

Patrons will be charged a postage fee of \$4.50 to cover the cost of return shipping for any out-of-state interlibrary loan. This fee will be added to the patron's library account and may be paid online with a credit card or in person at the circulation desk with cash or check.

Lawrence Library staff will not submit an out-of-state ILL request without prior authorization from the borrower.

Like all other interlibrary loans, out-of-state ILLs are subject to the lending policies of the owning library. These interlibrary loans **must** be returned to the Lawrence Library and cannot be returned to another CWMARS library.

Approved by the Lawrence Library Board of Trustees, June 4, 2025