NEVINS LIBRARY
GROWING COMMUNITY

Mediated Interlibrary Loan Policy

The Nevins Library provides interlibrary loan service in order to increase the resources available to its patrons and provide expanded opportunities for lifelong learning and enrichment.

Interlibrary loan is the process whereby the library requests material from or supplies material to another library. Material described in this policy do not belong to any libraries that are included in the MVLC system. The process by which materials come from those libraries is known as network transfers and is covered under the MVLC policy disclaimers.

Materials include books, audiovisual materials and other returnable items as well as copies of journal articles, book chapters, excerpts and other non-returnable items.

Regulations for Borrowing through the Nevins Library

All Methuen card holders in good standing are allowed to receive free of charge 5 OCLC loans per calendar year. OCLC loans are generally for materials not available in the Commonwealth or are from academic libraries within the state. After 5 loans the flat rate will be $6 per item requested.

Nevins Library staff will conduct OCLC requests for out of town patrons for a flat fee of $6 per request.

Requests may be submitted either in person, by phone or by using the form on our website.

The Library reserves the right to limit the number of requests submitted by a single user at the same time.

Materials which may be requested include books including foreign language and large print books, out of print fiction and nonfiction, and government documents as well as sound recordings and video recordings. The Library does not make it a practice to request Textbooks. Only libraries which lend free of charge are approached to lend materials to the Nevins Library.

All materials processed by the Reference Department for mediated ILL must be returned to the Reference desk specifically and should not be left at the Circulation desk with other regular library items.

The loan period for each item may be different and is predetermined by the lending institution. Renewals on these items are at the discretion of the lending library and so are not suggested as a matter of course.

This mediated lending service may be limited or suspended for borrowers who repeatedly fail to adhere to the regulations set forth here in this policy statement. Any loss, damage or defacement of ILL materials will result in the restitution of these items and may adversely affect the ability of the patron to submit future requests for this service.

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Updated: March 28, 2022; Reviewed: November 6, 2024
Updated August 28, 2025; Updated October 9, 2026

Lending Materials to Other Libraries

The Library will lend free of charge to any library which submits a request through either the Clio system supported by the Massachusetts Library System or by point to point requests from other libraries using appropriate tracking paperwork. (ALA form)

The loan period for these requests is 28 days and that may be renewed one time as long as the requesting library submits a request before the item goes overdue.

All items that are normally allowed to circulate are available for interlibrary loan. Items that would not be loaned would include Reference material, Microfilm, local history, and other genealogical or vertical file materials in the local history area.

Materials sent within Massachusetts may be sent through the delivery system and those from libraries outside the state would be sent using the USPS.

This service may be curtailed or limited for borrowing libraries that repeatedly keep materials overdue or fail to properly package returning items or otherwise lose damage or deface materials.

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