



# Melrose Public Library

## Interlibrary Loan Policy

Melrose Public Library provides materials in a variety of formats to patrons directly from our own collections. In addition, materials may be borrowed from other libraries in a variety of ways.

Materials available at other NOBLE libraries can be requested directly by the patron through the NOBLE catalog, using their library card. Staff are available to assist patrons if necessary.

Materials not available at other NOBLE libraries may be available for loan in other Massachusetts libraries through the Commonwealth Catalog. Patrons may place holds on their own, or request assistance from a Reference Librarian. While libraries may own a particular item, they are not obligated to lend to other library systems.

Materials not available through either of these methods may be available through mediated interlibrary loan. These requests must be placed with a Reference Librarian. While libraries may own a particular item, they are not obligated to lend. Additionally, there may be usage restrictions such as in-library-use only. Melrose Public Library will only request in-library-use formats that the library has the equipment to support. For example, we are unable to provide in-house usage of VHS video tapes.

Mediated interlibrary loans incur a cost to the patron. At a minimum, a \$5.00 fee to cover the cost of postage and processing is to be paid by the patron at the time of pickup. Library Trustees will review costs periodically and adjust this policy accordingly. Patrons will be notified of and must agree to the cost at the time of request. Items requested and not picked up will incur a fee added to the patron's account.

December 9, 2025

Approved by the Library Board of Trustees