

**Bridgewater State University
Maxwell Library
Interlibrary Loan/ Document Delivery Services**

Lending Policies to Other Libraries

Our Interlibrary Loan/Document Deliver Services (ILL/DDS) share information resources owned by the Maxwell Library with researchers and scholars at other institutions. ILL/DDS requests are initiated at the researcher's own library (public, academic, school, non-profit, and corporate) and conducted through transactions between the libraries. (We also borrow materials for our own researchers and scholars. Please go to our ILL/DDS web page <http://www.bridgew.edu/library/dds2.cfm> for these services.)

We generally prefer receiving requests through OCLC Resource Sharing, but we will be glad to honor ALA forms and other library to library written formats. Telephone requests are not accepted.

Contact Information

Telephone Numbers: 508 531-1706

Email: DDS@bridgew.edu

Address: ILL/DDS – Maxwell Library, 10 Shaw Road, Bridgewater State University, Bridgewater, MA 02325

Fax: 508-531-6103

Ariel: 207.206.225.21

Odyssey

Library requests may be submitted to ILL/DDS via.

- OCLC. Bridgewater State University =BDR
- Ariel
- Fax
- ALA Form
- Odyssey

Costs

Bridgewater State University 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 you what you would charge us. Internal Fee Management (IFM) is the preferred method of payment.

Photocopying

- We will copy up to 50 pages at a time.
- Frail or old items that would be damaged by the scanning process will not be copied.

Lost & Overdue Items 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 will be placed on institutions that have borrowed books that are 30 or more days overdue and/or audiovisual materials that are 14 or more days overdue.

Non-Circulating Materials

The following items are non-circulating and will not be lent through ILL/DDS.

- Reference
- Reserves
- Tests
- Paper editions of newspapers
- Microfiche
- Microfilm
- Special Collections and Archives materials

Loan Periods

The typical loan periods is four weeks, but varies for some formats. One renewal may be requested for most materials.

Delivery

U.S. Postal System, UPS, Ariel, Odyssey, Fax, email.