



State of Rhode Island and Providence Plantations

Department of State | State Archives, Library & Public Information

Nellie M. Gorbea, Secretary of State

How to Request a Loan through Interlibrary Loan at the Rhode Island State Library

The State Library is a legislative library, assisting patrons with their research needs that pertain to laws, proposed bills, and Rhode Island's long legislative history. To supplement its collection, the State Library participates in the Interlibrary Loan (ILL), which means we can obtain reference materials that are not in the State Library's collection from other public and academic libraries worldwide to assist you with your research. ILL is a valuable resource that allows libraries to share resources to better serve our patrons.

Making an ILL Request:

While we want to assist every patron who walks through our doors to the absolute fullest, we are unable to request materials via ILL for everyone. Currently, only General Officers, General Assembly Members, and State employees may request items through ILL. If there are materials you need for your research, but you don't fall into one of these categories, we will gladly help you navigate how to request these materials via ILL with your local public library.

To request an item through ILL, please contact a librarian with the following information:

- For a Book
 - Title
 - Author
- For an Article
 - Journal Title
 - Article Title
 - Author

You may contact a librarian by phone at (401) 222-2473 or by e-mail at: statelibrary@sos.ri.gov. The librarian will identify a lending library and make the request on your behalf.

Resources Available through ILL:

As a library that assists patrons with legislative research, staff gives priority to requests made for materials that relate directly to the work of the General Assembly, General Officers, or State employees. We will help you contact your local public library to request items that may fall outside of this scope.

Loan Periods and Renewals:

The lending library dictates how long it loans materials. This time frame is typically three (3) weeks. We will work with the lending library if you need the item longer.

Cost:

There is no cost to patrons for this service.

Overdue, Lost, or Damaged Materials

In cases of damaged materials, the lending library will determine if the item(s) need to be repaired or replaced. The patron will be responsible for any fees imposed by the lending library to cover damages. The State Library reserves the right to suspend a user's ILL library privileges for non-return of ILL materials two (2)



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weeks after the due date. The patron will be responsible for the cost of replacing the item, plus any late fees imposed by the lending library.

Copyright:

The Rhode Island State Library adheres to the US Copyright Law (Title 17, United States Code, Sections 107 and 108). The State Library reserves the right to refuse to fill a request if, in its judgment, fulfillment of the order would involve violation of the copyright law. For additional information, please contact the library.