

Interlibrary Loan Microfilm Policy

The library will try to obtain microfilm on interlibrary loan for patrons holding a Mishawaka-Penn-Harris Public Library card. However, many libraries will not loan microfilm and others will charge for loans.

SOURCES OF MICROFILM:

Indiana State Library: The Indiana State Library will loan five microfilm reels to our library at one time. If several MPHPL patrons require loans at the same time, there may be a restriction in the number of reels which can be borrowed, or there may be a waiting period until other patrons' loans are returned. The State Library loans its materials free of charge. A list of newspaper holdings in the State Library can be found at www.in.gov/library/. Click on "Collections" on the left side of the home page – then "Indiana Collection" - then "Indiana Newspaper Holdings Guide." When filling out the interlibrary loan form, staff should include the full name of the newspaper and the exact dates needed. The form should be given to the Heritage Center Librarian, who will order the film. If there is a question about whether or not the State Library holds a particular date or title, the Heritage Center librarian will call and inform the patrons.

Other sources: Libraries have various policies concerning the loaning of microfilm. Some libraries include indexes to newspapers on their website but reserve their microfilm for the use of patrons who visit their library. Other libraries will loan microfilm, but include a charge to cover handling and postage. Patrons wanting film from another library must provide complete information, in writing, if possible. This includes the lending policies of the other library and the exact ordering information (titles, dates, call numbers, etc.) for the material requested. The request should be forwarded to the interlibrary loan librarian, who will notify the patron when the material comes in.

Amended by Mishawaka-Penn-Harris Public Library Board Action February 12, 2009