

When the item you want to borrow isn't owned by a Minerva or MaineCat Library:

At times, you may be interested in borrowing an item and find that it is not part of the collection of Norway Memorial Library, another Minerva library or MaineCat. When this happens, inquire at the Reference Desk about having Reference staff make a request to Maine State Library to initiate an out of state search for the title you desire. When we make an Interlibrary Loan request through Maine State Library, expect to wait approximately 2 weeks, sometimes longer, for the item you are requesting. Because these items are mailed between libraries, patrons are allowed a maximum of 12 Non-Minerva/MaineCat requests a year at no cost. After that, the cost to cover postage is a minimum of \$3.00 per standard-size item. This policy does not affect Minerva and MaineCat interlibrary loans which are delivered between libraries through a contracted van service.



What may be borrowed by Interlibrary Loan?

Materials not owned by Norway Memorial Library or items that are currently in use by another patron.

How long may Interlibrary Loans be kept ?

In general, when a book is borrowed through Minerva or MaineCat, it is loaned for a period of three weeks from the day it arrives at NML. A two week renewal is sometimes allowed if there are no other patrons in queue for the material. Videos and DVDs are loaned for one week and are not renewable. Items borrowed for you by Norway Memorial Library from out of state have varying loan lengths and are rarely able to be renewed.



Learning and Leisure for Life

Norway Memorial Library

258 Main Street

Norway, Maine 04268

207-743-5309

Email: norlib@norway.lib.me.us

*Learning and Leisure
for Life.*

Interlibrary Loans at Norway Memorial Library



MaineCat
a service of Maine Info Net



Norway Memorial Library
www.norway.lib.me.us

Minerva

Norway Memorial Library is a participant in Minerva, a consortium of over 85 libraries in Maine and also the name of the online catalog used to find materials located in those libraries. Norway Memorial Library patrons have access to the collections of all Minerva libraries and are able to borrow materials from them. To access the online catalog, go to the library's website:

www.norway.lib.me.us

and click on
“Minerva Catalog.”

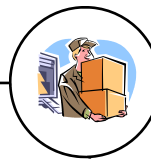
You can search by Title, Author, Subject or Keyword. Use the dropdown menu to select Norway Memorial Library to start your search. Select All Minerva Locations if you want to do a system-wide search. From Minerva, patrons also have access to MaineCat, the statewide catalog, if what they are seeking isn't owned by a Minerva library.

When an item is borrowed through Minerva or MaineCat, it is delivered to Norway Memorial Library and checked out to the borrower.



Requesting Items Online

1. After locating an item you'd like to borrow,
2. Select the “Request” button found at the top or bottom of the screen. The system will decide which library will receive your request.
3. Enter your name, then the 5 digit barcode from your library card, preceded by NOR; click submit. You should get a message saying that the item you requested will be sent.
4. When the material arrives, you will be notified by telephone that the material is ready for pick up.
5. If the item is not available in Minerva, click on the “Search MaineCat” button visible at the top and bottom of the screen.
6. If the item is found in the MaineCat System, select “Request This Item.” The system will decide which library will receive your request.
7. You will be asked to choose your library. Use the drop down menu and select Norway Public Library, click “submit above information.”
8. Enter your name and 5 digit barcode from your library card preceded by NOR, click “submit above information.”
9. You will be called when NML receives the material to let you know it is ready for pick up.



Learning to use the online catalog

If the online catalog is new to you, ask for a demonstration by Reference staff at the library and we'll show you how to get started in your search. Handouts are available at the library to give step by step instructions, and library staff will answer questions in person or by telephone.

A few questions we hear most often concern:

- A message saying that submitted information (name and barcode) was invalid. In this situation, often the prefix NOR has not been entered before the patron's 5-digit barcode. Enter that prefix and re-submit the request.
- A message saying there is a problem with your library record— contact Librarian. In this case, see library staff at the Circulation desk or call the library to have your record checked. It may be that it is time to renew your library card.