

EMERGENCY MINERVA LOAN DUE DATE EXTENSION

Minerva libraries that experience *unplanned*, emergency situations which require the temporary cessation of standard operating procedures may request an automatic due date extension of two weeks for all non-local items requested through Minerva.

This policy is intended to be used during times that require suspension of van deliveries, when there is an inability to check in materials returned by local users, or when similar situations arise that make the normal flow of operations related to interlibrary loan impossible.

This extension will NOT be applied to materials that have already been marked as BILLED, nor will it apply to MaineCat items. Any extensions there will need to be handled on a library to library basis.

To request an automatic due date extension, the library must submit a ticket to Maine InfoNet and make an announcement over MELIBS and/or MINERVA-L giving a brief overview of the library's status and reason for the extension.

Only one, two week extension may be granted under this policy per emergency event. If the situation requiring an automatic extension continues beyond two weeks, due dates and Minerva bills must be dealt with on a library-to-library basis.

The Executive Board reserves the right to seek further information regarding emergency due date extensions. If a library is found to be abusing the policy, the Executive Board may either deny the request or seek further sanctions.