

Interlibrary Loan (ILL) Policy

1. Interlibrary Loan is a transaction in which the Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Library on behalf of its patrons.
2. Interlibrary Loans are borrowed for a period of 6 weeks, starting at the date the request for materials is submitted to the state ILL System and returned to the lending library.
3. The Library is small with limited financial means in a rapidly expanding community. In an effort to accommodate the diverse needs of all registered patrons, the Library will make full use of the Interlibrary Loan (ILL) System and all resources from the New Hampshire State Library.
4. The Library is committed to the principles of Interlibrary Loan (ILL) set out in the New Hampshire Interlibrary Loan Protocol Manual.
5. The Library does not charge fees to its patrons or to borrowing libraries for Interlibrary Loan services. Except for lost or damaged materials.
6. The Library complies with all copyright laws with respect to photocopies.
7. Materials obtained through Interlibrary Loan are lent to the Library's patrons for a period specified by the lending library. Renewals may be possible within the loan periods granted by lending libraries. The Library will restrict materials to in-house use if so, requested by lending libraries.
8. Out-of-state ILL requests will be honored through the use of the standard ALA ILL form. If a delivery charge is assessed the Library will notify the patron.
9. The Library will promptly lend available materials to other New Hampshire and United States libraries upon request, except for materials in demand or in use by our patrons, and certain rare or local materials that do not circulate.
10. Requests for loans will be accepted from libraries through the NH Automated Information System (NHAIS)
11. When a patron has lost or damaged a book the Library has borrowed through the ILL program, it is the sole responsibility of the borrower to reimburse the cost of the replacement book and processing fee, if applicable. The Library will report the loss to the lending library and arrange for the payment from the patron to be sent to the lending library.

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