

## **Interlibrary Loan Policy**

The North Hampton Public Library has a deep commitment to the principles of interlibrary loan (ILL) as established by the New Hampshire State Library and implemented by the library community within the state of New Hampshire. The Library will attempt to borrow any material not in its library collection or scheduled for purchase, from any lending library in the state. Requests will also be made of out-of-state libraries if the patron requires it, but will not be made routinely. Postal charges for delivery or return of ILL materials will be the responsibility of the requesting patron.

The North Hampton Library will respect the wishes of libraries lending materials both as to date of loan and in-house use of materials if necessary.

Patrons who use the interlibrary loan service are required to be in good standing with the library, with no overdue materials or outstanding fines. Service may be denied for these reasons. Patrons are expected to return borrowed materials to the North Hampton Library in a timely fashion, according to the given due date of the material. If material is more than one month overdue, the patron will be billed for the replacement cost of the material. A patron who is chronically late with interlibrary loan materials may be denied further use of this service, at the discretion of the Director.

In addition, North Hampton Library will make available to other New Hampshire and United States libraries any North Hampton materials upon request, except when materials are non-circulating or in demand by North Hampton patrons. Materials lent to other libraries will be allowed one month's loan period, and may be renewed for another month if no local patron is waiting for the material. Requests for loans will be accepted through the NHAIS system, by e-mail, by ALA ILL form, by fax, or by telephone from the borrowing library. Materials may be sent by van delivery to the requesting library, mailed, or picked up in person.

The North Hampton Public Library is a member of the Seacoast Libraries Cooperative, and participates in the interlibrary loan procedures adopted by that organization.

Approved by the Board of Trustees October, 1992; most recently amended October, 2003