

## **Lane Memorial Library, Hampton, NH**

### **Interlibrary Loan Policy**

#### **I. Principles**

Interlibrary loan is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust its own resources first before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase. The library will not seek loans of materials that have been published within the last six (6) months.

The library will keep its interlibrary loan policy up to date and make it available to users and other libraries upon request.

#### **II. Definition**

Interlibrary loan is a transaction in which the Lane Memorial Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Lane Memorial Library on behalf of its patron.

#### **III. Conditions of Service**

The Lane Memorial Library endorses the principles relating to interlibrary loan included in the New Hampshire Interlibrary Loan Protocol Manual, the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

The Lane Memorial Library follows the current CONTU copyright guidelines when requesting reproduction of materials. If the copyright law applies, not more than six (6) articles may be requested in a calendar year from a given journal title from the most recent five year period. If a library has exceeded this limit, requests may be made through an article delivery service or royalties paid to the publisher or Copyright Clearance Center. All supplied copies include a notice of copyright.

## **IV. Interlibrary Borrowing**

### **A. Users**

This service is offered to all patrons holding a valid library card from the Lane Memorial Library. The interlibrary loan borrowing privileges of patrons who are not in good standing are suspended. Failure to return interlibrary loan items on time or to pick up items ordered in a timely manner may result in the suspension of interlibrary loan services.

### **B. Types of Materials Borrowed**

Interlibrary loan is an integral element in collection development. The interlibrary loan staff will request materials not owned by the library or missing from the library's collection, or materials owned by the library that are in the process of being repaired and are temporarily unavailable. We will attempt to borrow any type of material needed by our users. Materials that will not be requested include items owned by the library and temporarily in use or on reserve in the library, and electronic full-text information available to the library via the magazine or newspaper databases, the Internet, or other means. In addition, we will not attempt to borrow items less than six months old. To support the library's monthly book club, the library staff may request multiple copies of a book club selection, even if the library already owns a copy.

### **C. How To Submit a Request**

Requests may be placed at any library desk, via email, or over the telephone. Forms are available for placing a request. Each transaction requires a separate form. Reference staff determine a source for the requested materials and acquire the materials. Patrons are limited to 3 ILL requests per week, with exceptions made for extraordinary circumstances.

### **D. Turnaround Time**

Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library and the materials requested. Patrons will be notified by telephone or by mail or email if the patron does not have a telephone available.

### **E. Conditions of Use**

The library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

## **F. Charges**

The library will not charge its patrons a fee for ordinary borrowing via interlibrary loan. If the lending library specifies that it requires costs for photocopies or mailing a particular requested material, patrons will be consulted about their willingness to pay before materials are borrowed.

## **G. Responsibility**

The library will be responsible for materials borrowed on behalf of its patrons, from the time the material leaves the lending library until it is returned there. The library agrees to pay for overdue charges, damage, or loss of materials borrowed on interlibrary loan. The library will endeavor to collect any charges for overdue materials, loss, or damage from the patron who received the materials and lost or damaged them.

## **H. Statistics**

The library will maintain records of transactions in order to inform patrons of the status of their requests and will annually report activity as required to the New Hampshire State Library.

## **V. Interlibrary Lending**

### **A. Users**

This service is offered to other libraries that abide by the conditions set forth in section III of this policy.

### **B. Materials Available**

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions:

1. Materials limited by licensing agreements
2. Materials designated as non-circulating (reference)
3. Equipment, including but not limited to, folding chairs, typewriters, VCRs, and projectors
4. Overnight videos
5. Items less than six months old
6. Items with holds

The library also reserves the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent.

### **C. Format for Requests**

Requests to borrow materials from the library are accepted via the New Hampshire State Library's ILL system, fax, email, telephone, or mail. Rush requests are accommodated as time and staffing permit.

### **D. Turnaround**

The library will provide speedy turnaround on most requests, usually responding within two (2) days if the materials are readily available.

### **E. Circulation Period**

The loan period is four weeks for most materials from Lane Memorial Library. Libraries can renew for an additional four-week period if the material is not needed at Lane Memorial Library. Items are due at the borrowing library on that date and will not be considered overdue at this library for two (2) weeks after the due date.

### **F. Charges**

The library will not charge for lending materials, except for insurance, photocopy, fax, or mailing costs, if any. The library will charge the borrowing library for materials that are overdue, damaged, or lost on interlibrary loan.

Adopted May 2004