



## INTERLIBRARY LOAN POLICY

Interlibrary Loan (ILL) is a reciprocal process through which Hampstead Public Library (HPL) borrows materials from other libraries for our patrons and lends our materials to other libraries. ILL is a supplement, not a substitute, for the library's collection.

### **Lending:**

The Hampstead Public Library is a member of the NH State Library System and loans to all NH libraries as well as out of state libraries. HPL will accept requests through NHAIS, the library website, email or phone.

HPL will lend books, audios, DVDs and magazines. New materials, those less than 6 months old, and those in high demand by HPL patrons, will be lent at the discretion of the ILL staff.

Materials will be lent for a period of 6 weeks from the date checked out. Renewals are granted on a case by case basis. Renewals for items placed through NHAIS ILL system should be requested through that system's renewal feature. All others, please call/email the library. If no other patron has placed a reserve/hold on the item, renewals will be granted.

The Hampstead Public Library does not loan historical items deemed too fragile to leave the building. Reference items are considered on a case by case basis by the Assistant Director. HPL will monitor and fill requests Monday – Saturday, excluding holidays or other scheduled, or unscheduled closings. We utilize the NH State Library van service for delivery of materials and receive/send items on the Tuesday and Thursday Southeastern Route. Holidays and inclement weather may delay van service.

### **Patron Borrowing:**

An interlibrary loan request may be initiated by any Hampstead cardholder with a valid library card in good standing. New patrons must first demonstrate their ability to borrow and return, on time, HPL items before being allowed the privilege of using the ILL service.

Requests are filled as quickly as possible. Items take an average of 7-10 days to arrive, due to the physical limitations of moving items around the State. Patrons may keep a borrowed item for two weeks. Items may be renewed if the lending period provided by the lending library allows. When necessary, if a patron requests it, HPL will contact the lending library to request an extension. Some libraries will renew ILL materials, others will not.

Materials received through interlibrary loan are to be returned to the Hampstead Public Library, not to the owning library. It is important that items be returned in the time allotted so that the privilege of borrowing from other libraries is not jeopardized. Repeated failure on the part of a patron to return ILL items in a timely manner will result in the suspension of ILL privileges.

Special arrangements may be made with certain nearby libraries for ILL patrons to pick up borrowed materials themselves at the lending library. These items must be returned to the Hampstead Public Library for completion of paperwork.

Any restrictions placed upon the usage of the material by the lending library will be strictly enforced by the Hampstead Public Library.

Recently published items may be requested. The library first considers them for purchase for its own collection before pursuing them through interlibrary loan. If the library decides not to purchase a requested item, an attempt is made to obtain it through interlibrary loan. However, many libraries will not loan recently published or in high demand items.

The Hampstead Public Library may request items from out of state libraries if the item is not owned by a NH library. The library will absorb the return shipping cost, but any additional fees will be passed onto the patron. The patron will be notified of the fee amount before the item request is finalized.

3/18/99, 12/19/00, 8/15/06

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