
Interlibrary Loan Policy

Summary

Interlibrary Loan (ILL) services allow patrons to obtain materials from participating libraries throughout the United States if they are not available within the GMILCS Consortium.

Policy

Interlibrary Loan (ILL) services allow patrons to obtain materials from participating libraries throughout the United States.

I. Purpose

It is impossible for one library to collect all the materials its customers require. Sharing of library resources is essential for adequate and effective library service. The Nesmith Library endorses and encourages the practice of interlibrary loan as an adjunct to, not a substitute for, comprehensive collection development practices. Typically, materials of high or recurring demand will be purchased by the library, not borrowed. The purpose of interlibrary loan is to borrow for customers, materials that are not available in the local library's collection.

II. Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another library upon request.

III. Scope

Under the terms of this policy, the Nesmith Library will request any type of material on interlibrary loan except those specifically excluded or limited by a library's interlibrary loan policy. If materials are not available from a New Hampshire source, the Nesmith Library will make a reasonable effort to obtain the material from out-of-state, but from within the contiguous United States. In return, the Nesmith Library will loan materials out of state upon receipt of an ALA Interlibrary loan form. Out-of-state borrowing will be limited to print format; the interlibrary loan librarian may make exceptions to this.

IV. General Responsibilities

1. The Nesmith Library shall have a current interlibrary loan policy.
2. The Interlibrary Loan Librarian shall be familiar with the policies and procedures of local and state interlibrary loans including electronic modes of communication.
3. Library users will be informed of compliance with the copyright law (see Appendix) and its accompanying CONTU guidelines, and shall inform its users of

the applicable portions of the law. An indication of compliance shall be provided with all copy requests.

4. The loan periods for borrowed items shall be 60 days. Shorter or longer borrowing times may be arranged depending upon materials and needs.

V. Nesmith Library's BORROWING Responsibilities

1. The Nesmith Library will provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand. The Nesmith Library will make every effort to exhaust its own resources before utilizing interlibrary loan. The library will make its users aware of its interlibrary loan service.
2. It is generally accepted that materials are not requested if they are:
 - a. owned by the Nesmith Library
 - b. less than six months old
 - c. on the current Best Sellers' List
 - d. reference books
 - e. textbooks for college courses.

The Interlibrary Loan librarian may make exceptions to the above.

3. It is the borrowing library's responsibility to provide proper bibliographic citations:
 - a. Materials requested shall be described as completely and accurately as possible following accepted bibliographic practice.
 - b. When the borrowing library has access to an electronic database of holdings of the lending library, it shall provide complete and accurate bibliographic information as it appears on the database.
 - c. Sources of verification shall be given for all items verified in standard bibliographic tools. When the item cannot be verified, the statement "cannot verify" should be indicated, along with the user's source of reference and a list of tools searched.
 - d. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling.
 - e. A renewal request should be sent in time to reach the lending library not later than the due date
 - f. The preferred method for transmitting interlibrary loan requests is electronic. The ALA form is the required alternative with one request per form.
 - g. The library will receive materials via the State Library van service, or via mail if material is located out-of-state.

- h. The library will use the ILLiad online system of borrowing materials when institutions make it available to the Nesmith Library.
- 4. The Nesmith Library has responsibility for materials from the time they leave the lending library until they are returned to that library. However, patrons who lose or damage borrowed material are responsible for payment or replacement of materials according to the lending institution's policy.
- 5. The Nesmith Library shall instruct the user to return loans to the Nesmith Library, not to the lending library or any other library.
- 6. The Nesmith Library shall adhere to any restrictions placed by the lending library on use of the materials borrowed.
- 7. If materials cannot be obtained free of charge, or, if shipping charges are excessive, i.e., greater than United States Post Office Library Rate, (for example, if UPS, FedEx, or other shipping and/or insurance costs are required from the loaning institution), the patron will be informed of charges before items are borrowed. If the patron agrees to be responsible for costs, borrowing will proceed.
- 8. In order to encourage timely return of borrowed items, overdue charges on interlibrary loan materials shall be \$1.00 per day overdue, with no grace period and no limit. Adjustment, if any, of overdue charges shall be at the discretion of the Interlibrary Loan Librarian or the Library Director
- 9. Patrons who abuse the interlibrary loan program through chronic late returns, non-payment of overdue fines, failure to pick up items ordered through interlibrary loan, or damage to materials, will be denied borrowing privileges for six months, or for a time period determined by the Interlibrary Loan Librarian with approval of the Library Director.

VI. Nesmith Library's LENDING Responsibilities

- 1. The decision to lend materials is at the discretion of the Nesmith Library.
- 2. It is generally accepted that materials are not loaned if they are:
 - a. less than six months old
 - b. on the current Best Sellers' List
 - c. reference books
 - d. textbooks for college courses.

The Interlibrary Loan Librarian or Director may make exceptions to the above.
- 3. A statement of interlibrary loan policy should be made available upon request and should be on file at the State Library.
- 4. Interlibrary loan requests may be electronic (via ShareIt), e-mail, ALA form, through ILLIAD (International Library Loan Access Demonstration), or telephone (see contact information below). The Nesmith Library shall respond to requests as soon as possible by filling the request, denying the request, or acknowledging reserve of the material.

Nesmith Library, Windham, NH

5. If the borrowing library has made a good-faith effort to provide complete bibliographic verification, the Nesmith Library shall make every attempt to fill the request.
6. When possible, the Nesmith Library shall provide the borrowing library with a reason why it is unable to fill a request.
7. The Nesmith Library is willing to lend all types of material, to include books, magazines, music CDs, DVD movies and CD audio books. In addition, reference material may be loaned at the discretion of the Interlibrary Loan Librarian or the Library Director, usually to be used within the borrowing library's building, and/or for a shorter borrowing time than 6 weeks.
8. The Nesmith Library is willing to photocopy or scan articles and send via mail, email, or van, depending upon length of article and immediacy of need.
9. If items loaned to another library are lost or damaged, the borrowing library will be expected to replace the item, or reimburse the Nesmith Library for the cost of the material.
10. Number of items requested per person per day should not exceed five at one time and may be limited at the discretion of the Interlibrary Loan Librarian or the Library Director.

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