

## **Gilford Public Library Interlibrary Loan Policy**

Understanding that no single library can provide all materials at all times, the Gilford Public Library recognizes the benefits of sharing resources within the library community through Interlibrary Loan.

Gilford Public Library adheres to the rules, regulations, and procedures set forth in the ILL Protocol Manual of NHAIS.

The Library will pass on to the patron any fees incurred in the process of obtaining and/or loaning materials through interlibrary loan. Patrons that return inter-library loans late may lose requesting privileges. No more than 8 active requests per family and 2 for a book series are allowed. Book clubs may request only one title at a time as many copies are needed.

Although Gilford will attempt to fulfill requests from other libraries, occasionally requests will be denied based on local demand, quantity of materials, or other reasons as they arise.

Conditions in lending and borrowing I.L.L.s are as follows:

- ❖ **Loaning Period** 42 days for books/audio, 21 for dvds. Books for discussion may be longer.
- ❖ **Contact/Format** ShareIt, e-mail, ALA forms, and phone calls are accepted
- ❖ **New Material** May be loaned no sooner than 4 months after purchase when there is no reserve list and item is not popular.
- ❖ **Special Collections** NH Collection materials may be loaned on a case by case basis.
- ❖ **Copying** Copies are made without charge when the number of pages is within reason.
- ❖ **Damaged or lost material** The borrowing library or patron is responsible for lost and damaged materials.
- ❖ **Delivery** Delivery will be by NHSL van when possible, otherwise by mail.
- ❖ **Reserves** Unavailable items may be placed on reserve on a case by case basis.
- ❖ **Overdues** Overdue notices will be sent to the borrowing library, but fines will not be assessed. GPL may not lend to libraries that have items grossly overdue.
- ❖ **Direct Loans** GPL does not allow patrons of borrowing libraries to pick up materials in person, unless prior arrangement by the borrowing library has been made.