

Seabrook Library Interlibrary Loan (ILL) Policy

Purpose: The Interlibrary Loan (ILL) service extends the library's mission by providing access to materials not available in our collection and sharing our materials with other libraries.

Eligibility: ILL is available to all patrons in good standing—those with no overdue materials or outstanding fines. Patrons must return borrowed items by the due date. Chronic lateness may result in denial of service at the Director's discretion.

Request Limitations: An item cannot be requested again until one month after its return. The library does not borrow items it owns unless they are missing, lost, overdue, or requested for a book group. Due to the number of ILL requests that the Seabrook Library processes, patrons are limited to five requests at any one time.

Processing Time: ILL requests typically take one to two weeks. Due to varying availability, there is no guaranteed arrival time. Staff will monitor requests regularly.

Renewals: To request a renewal, call the library at 603-474-2044. Staff will seek renewal approval from the lending library and notify patrons of any new due date.

Recalls: Borrowed items may be recalled by the lending library. If this occurs, ILL staff will inform patrons of their options promptly.

Charges for Loss or Damage: Patrons will be charged for replacing lost or damaged items. ILL staff will provide the replacement cost and update the patron's account. Payments can be made at the library by cash or check. Items lost or damaged in transit are not charged to patrons.

For Borrowing Libraries:

Seabrook Library offers ILL services exclusively between libraries. In-person pickups are not allowed unless authorized by ILL staff.

We loan circulating books, books on CD, and DVDs. Requests for new or high-demand items may be denied. Reference and non-circulating items are considered on a case-by-case basis.

Seabrook Library does not charge overdue fees but does charge replacement fees for lost or damaged items.

Adopted 8/13/2024

Seabrook Library Board of Trustees