

## Meredith Public Library Interlibrary Loan Policy

Interlibrary Loan (ILL) is the ability to borrow from or lend items to other libraries in the state of New Hampshire and in some circumstances, with libraries across the globe. In order to support the library's mission to be the educational, inspirational and cultural heart of Meredith, Meredith Public Library (MPL) offers Interlibrary Loan as a service to its patrons to supplement its collection. This service is facilitated by the New Hampshire State Library due largely to a federal Museum and Library Services grant and is provided at no charge to our patrons. Please note that out-of-state requests for materials cannot be fulfilled.

### *Lending to Other Libraries*

The MPL will loan circulating print, audio and video materials to other libraries in New Hampshire, however the following items will not be loaned:

- Items with a status of "new" or any item currently in high demand at the library.
- Magazines, newspapers, fragile or unique (hard to replace) items.
- Audio books with a listening length over 25 hours.

The preferred method of receiving requests is via NHU-PAC, the New Hampshire State Library ILL online system. Email requests and telephone requests will be accepted.

The MPL will use the NHSL van service for delivery. The requested item will be sent on the next van whenever possible. Van delivery and pickups occur on Monday, Wednesday and Fridays. Appropriate routing slips should be used in sending and returning materials via the NHSL van. A borrowing library's patron may not pick up materials in person.

The ILL loan period is six weeks for print and audio items and four weeks for DVDs. Renewals will be granted at the MPL's discretion.

Libraries will not be charged an overdue fee but are responsible for reimbursing the MPL for any lost or damaged materials. MPL will bill any borrowing library for the full replacement cost of material(s) overdue by more than one month. The MPL may decline to loan items to a library that has long overdue material.

Contact information:

**Address:** P.O. Box 808, Meredith, NH 03253

**Email:** [ill@meredithlibrary.org](mailto:ill@meredithlibrary.org)

**Phone:** (603)279-4303

**HSA code:** HSFW

Operating Hours: Tue-Thu 9AM-8PM, Fri 9AM-5PM, Sat 9AM-2PM. Closed Sun & Mon

## *Borrowing from Other Libraries*

ILL requests may be made at either circulation desk, by calling the Meredith Public Library at 603-279-4303 or by emailing [ill@meredithlibrary.org](mailto:ill@meredithlibrary.org). Please note that owning libraries have the right to refuse to send any of their materials for any reason.

Eligible patrons must have accounts in good standing, without any charges or overdue items at the time of the request. Since other libraries are less likely to lend to Meredith when their items are returned to them late, patrons who return ILL items late three or more times during a calendar year may have their ILL privileges suspended.

Items borrowed from the NH Law Library may be used in-house only. Other libraries may request that their items be used in-house only. In either case, staff will ask to hold on to patron ID or car keys until the items are returned.

MPL does not request items published less than three months from the requesting date. Titles already owned by the MPL are not requested unless the item is long overdue, multiple copies are needed for a book club or other circumstances sanctioned by the ILL Librarian. Audio books over twenty-five hours in listening length are not eligible for ILL.

The number of ILL items requested at one time by a patron will be limited as follows:

- DVDs, CDs and Audio Books: no more than three active requests at one time.
- Books: no more than ten active requests at one time.

Items usually take one to two weeks to arrive. A staff member will contact the patron once an item has arrived from another library or if an item is unable to be obtained. The patron will have seven days to pick up the item before it is returned to the owning library. Because of this limited timeline, please make sure that your contact information is up-to-date.

The lending period is contingent on the loan period granted by the lending library. If a renewal is needed, please contact the MPL before the due date and the lending library will be contacted to see if a renewal is possible.

It is the patron's responsibility to be sure ILLs are returned on time to the MPL. Patrons with overdue materials will be notified. If an item loaned by another library is so long overdue that the owning library charges a fee or replacement cost, this charge will be passed on to the patron and will not be refunded even if the item is eventually returned. The patron is responsible for replacement costs of damaged items as determined by the owning library.