

## WEBSTER FREE PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

The Webster Free Public Library has a stated mission (Policy Manual 1987) of making available necessary books and materials to its patrons. In keeping with this mission the Library participates in New Hampshire's interlibrary loan (ILL) program, borrowing and loaning materials in cooperation with other libraries, in compliance with the provisions of the *New Hampshire Interlibrary Loan Protocol* (1999)

### BORROWING:

The Webster Free Public Library will provide the resources to meet the ordinary needs and interests of its patrons. Materials borrowed from other locations will be limited to those items that do not conform to our library's collection development policy, or for which there is expected to be no recurring demand.

In borrowing from other libraries, the Webster Free Public Library will:

- Provide interlibrary loan services to any registered patron in good standing.
- Exhaust its own resources before requesting material from other locations.
- Request materials through the NHAIS ILL system whenever possible. Email requests may be made to other New Hampshire libraries as necessary.
- Requests to out-of-state libraries will be made on an interlibrary loan form that conforms to the American Library Association's recommended standard, or through ILLIAD (Interlibrary Loan Internet Accessible Database), depending on the lending library's preference.
- Comply with the *Copyright Act of 1976* and with the *Commission on New Technological Uses of Copyrighted Works* (CONTU).
- Pay the return postage costs (if any) associated with each transaction.
- Set a due date on borrowed materials sufficient to get the materials back to the lending library by **its** due date.
- Require patrons who lose or damage ILL materials, or who incur late charges from the lending library, to be liable for all such costs.
- Adhere to any restrictions that the lending library places on the use of their material.
- Reserve the right to refuse to borrow materials on interlibrary loan for any

patron who is habitually tardy in returning ILL materials, or who habitually loses or damages ILL materials.

#### LENDING:

The Webster Free Public Library will lend materials to all in-state and out-of-state libraries. Each loan will be made at the discretion of the Librarian, with the understanding that the needs of Webster Free Public Library's patrons will take precedence.

In lending to other libraries, the Webster Free Public Library will:

- Loan all non-reference books and A/V for a six-week period.
- Allow renewals at the discretion of the Librarian.
- Provide, at no cost, up to 30 pages of photocopied material from the Library's collection. The Library reserves the right to charge for photocopying of more than thirty pages of material.
- Respond to all ILL requests within 2 working days by filling or denying the request, or by acknowledging a reserve.
- Accept requests from in-state libraries by telephone, email, the NHAIS ILL System, or mail. Out-of-state requests must be made by mail or email.
- Pay the sending postage costs (if any) associated with each transaction.
- Use the NHSL van service whenever possible for the delivery of ILL items.
- Reserve the right to refuse ILL privileges to any library shown to be habitually late in returning borrowed materials.
- Bill any borrowing library for the full replacement cost of material overdue by more than two months.
- Reserve the right to restrict interlibrary loan of any material currently in demand by Webster Free Public Library's own patrons; or which the Librarian believes will be in use shortly; or which the Librarian believes is in physically fragile condition.

#### CONTACT INFORMATION:

Webster Free Public Library  
947 Battle Street

Webster, NH 03303

Phone: 603-648-2706

Email: [websterl@tds.net](mailto:websterl@tds.net)

NHAIS code: NHHRBZ

Hours:

Sunday: Noon-4 PM

Monday: 1 PM-8 PM

Wednesday: 9 AM-8 PM

The Library will make this ILL policy available upon request.

Revised June 28, 2023

Nancy Picthall-French, Chairperson

Martin Bender

Denise Lawless