

Interlibrary Loan (ILL) Policy

1. The Langdon Public Library is a small library with limited financial means in a rapidly expanding community. In an effort to accommodate the diverse needs of all registered patrons, the Library will make full use of the Interlibrary Loan (ILL) System and all resources from the New Hampshire State Library.
2. The Library shall cooperate in reciprocal lending of materials to other libraries through the ILL. The Library will lend any of its regularly circulating collection to libraries in-state or out-of-state. The library will lend new books and/or bestsellers after a period six months or after such time that there is no longer a waiting list consisting of its regular patrons. In-state ILL requests will be honored by:
 - Electronic reserves through the New Hampshire Automated Information System (NHAIS)
 - E-mail through NHAIS
 - ALA ILL form
 - Telephone
3. Out-of-state ILL requests will be honored through the use of the standard ALA ILL form. If a delivery charge will be assessed, the Library will notify the patron.
4. Materials will not be loaned directly to a patron from another library.
5. If a patron loses or damages materials borrowed from another library, he/she is responsible for the cost of the material (costs to be determined by the lending library).
6. If another library loses/damages materials that have been loaned from the Library, the Library will assess the library for the replacement costs of these materials plus the staff time involved.
7. Library staff will make every effort to locate materials requested by patrons through ILL.
8. ILL requests may be faxed to an in-state requesting library at no charge. When possible, the State Library van service will be used.

Reviewed and approved by the Board of Trustees September 26, 2019