



## **Interlibrary Loans**

### **Purpose:**

Interlibrary loan is a service for obtaining materials not owned by Howe Library. These materials are borrowed from other libraries in New Hampshire or from out-of-state libraries for loan to Howe Library borrowers. Howe Library also lends materials from its collection to other libraries in New Hampshire on request. Interlibrary loan is essential to the vitality of all libraries and is a means by which a broad range of materials can be made available to Howe's patrons.

### **Compliance:**

This policy complies with the guidelines of the American Library Association, the New Hampshire Interlibrary Loan Code (revised 1999) and the copyright law.

### **Eligibility:**

Any registered borrower at Howe Library may request materials through interlibrary loan.

### **Materials that may be borrowed** (based on availability from the owning libraries):

- Books both in print and out of print
- Photocopies of periodical articles (some supplying libraries charge a fee for photocopying.)
- Requests for information on a particular subject
- Some audio-visual materials
- Requests will not be accepted for any in print paperback priced at less than \$7.50.

### **Borrowing outside New Hampshire:**

After consulting with the patron, requests will be sent to libraries out of state if the needed materials are not available from a library in New Hampshire. The patron will pay any fee charged by the owning library. In general, we do not borrow from libraries outside the United States.

**Requests for recently published books:**

Recently published books may be requested. Howe Library first considers them for purchase for its own collection before pursuing them through interlibrary loan. If Howe Library decides not to purchase a requested book, an attempt is made to obtain it through interlibrary loan. However, many libraries will not loan recently published books or books in recurring demand.

**Number of requests accepted for interlibrary loan:**

As a rule, Howe Library will accept no more than five requests for any individual at one time, since it is difficult to use more books than this within the loan period. If special circumstances require an exception to this, arrangements may be made with the reference librarian.

We do not borrow the same item more than once in a six month period for the same patron.

We will not borrow more than one copy of a title at any given time; i.e., we cannot supply book group with multiple copies.

**Time:**

Every effort is made to fill requests in a timely way. Due to various factors, some requests may take two weeks or longer to fill.

**Renewal of interlibrary loan materials:**

When requested by the patron, Howe Library will attempt to renew materials borrowed from another library, unless the owning library has specified that no renewal is possible.

**Materials that may be loaned by Howe to other libraries:**

Howe Library materials may be loaned with the following possible exceptions:

- materials in heavy demand, such as new books with reserves
- reference materials
- bulky or fragile items
- unique materials that would be difficult to replace

A copy of a periodical article will be sent to the requesting library.

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This document is to be reviewed by the library director every five years.*