



Lee Public Library

Interlibrary Loan Lending and Borrowing Policy

Materials to Lend:

The Lee Public Library lends the following materials to other libraries:

- Books
- Multi-media (DVDs, audiobooks)
- Magazines (except the most current issue)

The library does not loan out materials that have been recently acquired or those in high demand. Reference materials will not be loaned. Requests for photocopies of periodical articles or reference materials will be honored if the request complies with copyright law. There is no charge for photocopies to lending libraries.

To Request Materials:

The Lee Public Library lends materials to public, school and academic libraries throughout the United States. For New Hampshire libraries, the preferred method for requesting interlibrary loan material is through the NHAIS system; however requests will be accepted via ALA forms, e-mail, telephone or fax. All requests must be submitted by the requesting library; we cannot honor requests submitted by individual patrons. Requests are processed daily during regular hours of operation.

Requests may be made:

By mail: Lee Public Library, Attn: ILL, 9 Mast Road, Lee, NH 03861
By phone: 603-659-2626
By fax: 603-659-2986
By e-mail: leelibraryill@comcast.net
By NHAIS: HSFM (H.S.A. code) Van Stop: Lee / Lee Public Library

Loan Period and Delivery:

The loan period for all materials is six weeks from the date the material is shipped, unless an extended due date is requested. Materials may be renewed for three weeks, unless there is a reserve placed on a particular title.

Materials will be shipped via the NHSL Van to all New Hampshire libraries that receive this service; otherwise materials will be sent by US mail, free of charge. On occasion, a staff member or patron from another library may come to the Lee Public Library to pick up items as long as prior arrangements have been made with a member of the Lee Public Library staff.



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It is requested that all materials be returned via the NHSL Van or by mail, with the return slip noting whether the request was made by phone, e-mail, ALA form or through NHAIS (please include request #).

Materials to Borrow:

The Lee Public Library borrows the following materials from other libraries for our patrons:

- Books
- Media (DVDs, Audiobooks, CDs)
- Magazines

Materials recently published or released as well as those in high demand generally cannot be borrowed from other libraries. Requests for photocopies of periodical articles or reference materials will be honored if the request complies with copyright law. There may be a charge for photocopies coming from another library.

If the Library is unable to fulfill a request due to high demand or limited availability, the Library may consider purchasing these items for the library collections.

To Request Materials:

Patrons in good standing are allowed to request items through our Interlibrary Loan Borrowing Policy. Requests can be made online from our "Material Request Form", by phone, or in person utilizing our Interlibrary Loan Request slip.

All requests must be submitted by the Lee Library on behalf of our patrons. Individuals may not request directly from other libraries.

There are no limits on the number of requests a patron may have, however, care should be taken that all library items are returned on time and without damage.

Interlibrary Loan materials fall under the library's Policy on Use of Materials:

Patron Responsibility

All patrons are responsible for materials checked out on their library card. If a patron lends out his/her card or checks out items on his/her card for another person and the items are late or lost, the patron is liable for all charges. Patrons are responsible for the



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repair, processing and replacement cost for library items returned in damaged condition or lost.

Damaged Library Material

Library materials must be returned to the library in good condition. Replacement of library material that has been destroyed or damaged by rain, dog chewing, child coloring/tearing of pages or other natural causes shall be the responsibility of the library patron.

Loan Period and Delivery

Interlibrary loan borrowing periods are set by the lending library. You will find a due date within the paperwork that arrives with your requested item(s). In some cases, Interlibrary Loan items may be renewed for an additional three weeks, although this is the exception.