

INTERLIBRARY LOAN POLICY

Materials not available at the Dudley-Tucker Library shall be borrowed, if possible, through the Interlibrary Loan System of the New Hampshire State Library. Out-of-state locations will be searched through the State Library if requested by the Patron. Any costs associated with such a search will be borne by the patron. The Library will also be actively involved in the Merri-Hill-Rock Cooperative which provides other loan possibilities as well as cooperative purchasing of materials at greater discounts.

The public library will also borrow from and loan to the High School Media Center, The Middle School Media Center, and the Elementary School Media Center. This will be done whenever possible to give the borrowers of Raymond the best and broadest service.

Dudley-Tucker Library collection **NOT** available for Interlibrary Loan: Reference Materials. Photocopies will be made upon request, up to five (5) pages. More than five (5) will be charged at \$.15 per copy.

Requests for information to be **FAXED** to a borrowing library will be filled when appropriate and the borrowing patron will be charged \$1.00 for each page **FAXED**.

ILLs processed through the NHSL system or requested by ALA form, e-mail or phone will be honored.

All Interlibrary Loans will be charged out for four (4) weeks, automatically renewable for an additional four (4) weeks. If materials are not returned within eight (8) weeks, the borrowing library will be contacted regarding the status of the Interlibrary Loan. There will be no charge to the borrowing library for overdue materials. If the book is lost, a bill for the cost of the book will be sent to the borrowing library.

Interlibrary Loan assistance is available at the Dudley-Tucker Library for Raymond resident patrons only. Non-resident card holders may Interlibrary Loan through their local public library.

Adopted 10/4/94