Amherst Town Library Interlibrary Loan Policy

Interlibrary Loan is a transaction in which the Amherst Town Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Amherst Town Library on behalf of its patron.

Interlibrary Loan is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of Interlibrary Loan is to obtain materials not available in our collection and to provide materials from our collection to other libraries. Interlibrary Loan is not a substitute for the library’s collection.

Making Requests

The Amherst Town Library accepts interlibrary loan requests, for both borrowing and lending: in person, by phone, by email, through NHAIS (for both patron initiated requests and NHAIS libraries), and ALA-approved forms (via email, mail, or van service).

Conditions of Service

In delivery of Interlibrary Loan services both in borrowing and in lending, the Staff will follow procedures established at the Amherst Town Library in accordance with the standards of the American Library Association’s Interlibrary Loan Code for the United States, the United States Copyright Law and the United States Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, federal and state laws governing confidentiality of records, the New Hampshire State Library System, and GMILCS, Inc.

Turnaround Time

The Amherst Town Library makes every effort to respond to all requests within 3 weekdays.

ILL Borrowing

1) Patron Borrowers
   a. Any patron holding a valid library card from the Amherst Town Library may borrow materials. (See Appendix A for Types of Materials Borrowed)

2) Conditions of Use
   a. The Amherst Town Library will observe any restrictions or limitations of loaned materials that are imposed by a lending library.

3) Charges
   a. The Amherst Town Library does not impose a fee for borrowing materials through Interlibrary Loan.
   b. For requests to libraries outside the New Hampshire State Van delivery system the Amherst Town Library reserves the right to charge for any cost imposed by
the lending library, including photocopying, general fees, insurance or postage costs, which exceed $10.00.

4) Responsibility
a. The patron is responsible for adhering to the Amherst Town Library’s Circulation Policy for all interlibrary loan items. Requested items should be picked up within 1 week of notification. Interlibrary Loan items are returned by patrons to the Amherst Town Library at completion of the patron’s loan period. The Amherst Town Library then processes the item for return to the lending library.

5) Statistics
a. The Amherst Town Library will maintain records of current transactions in order to inform patrons of the status of their requests and will annually report activity (numbers of transactions) as required to the New Hampshire State Library.

ILL Lending

1) Borrowing Libraries
a. The Amherst Town Library will loan materials to all libraries. (See Appendix B for Types of Materials Loaned)

2) Charges
a. The Amherst Town Library will charge the borrowing library for materials that are damaged or lost on Interlibrary Loan. The cost will reflect the replacement cost of the item plus a $2.00 processing fee.
   b. For requests from libraries outside the New Hampshire State Van delivery system the Amherst Town Library reserves the right to charge for any cost incurred, including photocopying, insurance or postage costs, which exceed $10.00.

Contact Information
Amherst Town Library (HSDG)
14 Main Street
Amherst, NH 03031
Phone: (603)-673-2288
Website: www.amherstlibrary.org
Email: ill@amherstlibrary.org

Approved by the Library Board of Trustees, November 18, 2019
Appendix A: Types of Materials Borrowed

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Can this be borrowed and requested through ILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials not owned by ATL</td>
<td>Yes</td>
</tr>
<tr>
<td>ATL materials with a missing status</td>
<td>Yes</td>
</tr>
<tr>
<td>ATL materials in repair or unavailable</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional copies of materials owned by ATL for book clubs and school reading lists</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Appendix B: Materials We Lend & Loan Period

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Available for ILL Loan</th>
<th>Loan Period</th>
<th>Renewal Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Materials (except those excluded below)</td>
<td>Yes</td>
<td>6 Weeks</td>
<td>If all parties involved agree to an extended loan period</td>
</tr>
<tr>
<td>READS-TO-GO Book Club Kits</td>
<td>Yes</td>
<td>8 Weeks</td>
<td>If all parties involved agree to an extended loan period</td>
</tr>
<tr>
<td>Reference Collection Materials</td>
<td>No</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Archival Collection Materials</td>
<td>No</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Hot Books &amp; DVDs</td>
<td>No</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Newspapers</td>
<td>No</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>