

Interlibrary Loan Policy

Interlibrary loan¹ is a primary service that supports the mission of the Hopkinton Town Library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available locally at the Hopkinton Town Library and to provide material from our collection to other libraries.

Hopkinton Town Library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase. The library will consider borrowing of materials that have been recently published on a case-by-case basis.

I. Interlibrary Borrowing

Users

This service is offered to all patrons holding a valid library card from the Hopkinton Town Library. The interlibrary loan borrowing privileges of severely delinquent patrons are suspended until any overdue materials have been returned by them and payment for lost materials has been received.

Types of Materials Borrowed

Interlibrary loan is an integral element in collection development. Staff will request materials not owned by the library or missing from the library's collection, or materials owned by the library that are in the process of being repaired and are temporarily unavailable. Multiple copies of a title may be requested by the library to support the library's monthly book discussion groups or other local book groups.

How to Submit a Request

A request may be placed at the Library “**Welcome Desk**” as well as through “**Apollo**” our online **catalog**, by email, fax, or over the telephone. Requests for photocopies must include indication of compliance with the U.S. Copyright Law.

Turnaround Time

Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library and the materials requested. After the item is received and the requestor notified by telephone or email of its arrival, it will be held at the library for up to one week. **Deliveries are received via the state library's van service on a weekly basis on Wednesdays.**

¹ The Hopkinton Town Library endorses the principles relating to interlibrary loan included in the New Hampshire Automated Information System (NHAIS), the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

Conditions of Use

Materials from other libraries will be loaned for **four (4)** weeks and may be renewed once. Further renewals will require contacting the lending library by phone or email to extend the due date. The library will strictly observe any conditions for use of loaned materials that are imposed by the lending library.

Charges

The library will not charge for borrowing via the NHAIS state interlibrary loan system. Shipping charges are waived for any materials borrowed from libraries that are not part of the state interlibrary loan van route system **up to \$15/month per patron**. If the lending library charges for photocopies or lending a particular requested material, patrons will be consulted about their willingness to pay this charge prior to library staff completing the request.

Responsibility

Lost or damaged items are the responsibility of the patron and replacement cost will be determined by the lending library. The library will, however, be responsible for materials borrowed on behalf of its patrons, from the time the material leaves the lending library until it is returned there. The library agrees to pay for overdue charges, damage, or loss of materials borrowed on interlibrary loan.

Statistics

The library will maintain records of transactions to inform patrons of the status of their requests and will annually report activity as required to the New Hampshire State Library.

II. Interlibrary Lending

Users

This service is offered to other libraries that abide by the conditions set forth in this policy.

Materials Available

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions:

1. Materials designated as non-circulating (reference) are considered on a case-by-case basis.
2. Items from the Local History Room on a case-by-case basis.
3. As a rule, new items (less than six months old) will not be loaned, so that they are available for Hopkinton patrons. This rule may be waived on a case-by-case basis.

The library also reserves the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent.

Format for Requests

Requests to borrow materials from the library are accepted via fax, email, telephone, mail, and NHAIS.

Turnaround

The library will send any requested item to the borrowing library on the next NHAIS van whenever possible. Van delivery and pick up at the Hopkinton Town Library is Wednesday except holidays observed by the New Hampshire State Library.

Circulation Period

The loan period will be six weeks unless otherwise specified. Renewals will be granted unless the material is needed by another patron of the library.

Charges

Borrowing libraries shall assume responsibility for returning materials in the same condition as received or compensating the Hopkinton Town Library for damages as requested. Items not delivered by the New Hampshire State Library van service may be mailed by U.S. Postal Service. The Hopkinton Town Library will assume outbound postage on materials requested and the borrowing library will assume return postage.

Adopted by the Trustees of the Hopkinton Town Library on March 26, 2013; reviewed and adopted by the Library Trustees on July 19, 2022