

INTERLIBRARY LOAN POLICY  
WILLIAM D. WEEKS MEMORIAL LIBRARY (HSCQ)  
Lancaster, New Hampshire

“The Weeks Memorial Library will lend to other libraries materials which are requested for patrons with serious interests and which are not available in the borrowing library. Patrons of this library have a priority in the use of materials.”

REQUESTS FROM OTHER LIBRARIES

1. The library will accept interlibrary loan requests by e-mail, through the New Hampshire Automated Information System (NHAIS), American Library Association (ALA) form, or telephone. Items will be mailed or sent by van to the requesting library. Except in special cases, items will not be loaned in person.
2. Borrowing time for interlibrary loan will be six weeks unless a specific request is made for a longer loan period. Renewal requests will be accepted by telephone or e-mail unless the item(s) are already overdue.
3. The following materials will not be loaned except in special circumstances: materials from the New Hampshire collection, Reference materials, items held by the library for less than six months.

REQUESTS BY WEEKS MEMORIAL LIBRARY

1. The library will borrow materials on interlibrary loans from other libraries for patrons in good standing. Requests may be made by telephone or in person.
2. Library patrons who do not return interlibrary loans on time or renew them appropriately will not be permitted the privilege of interlibrary loan. Requests for renewal of ILL items will not be accepted if the item(s) are already overdue.
3. Patrons who request interlibrary loans from outside the state system will be expected to pay any charges incurred. This includes return postage when necessary. Any damages to, or loss of, borrowed materials will be billed to the patron who requested the items.

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