

Madison Library Interlibrary Loan Policy

The Madison Library will participate in the New Hampshire State Library's Interlibrary Loan program and will follow the procedures defined by NHAIS (New Hampshire Automated Information Services) and the New Hampshire State Library in order to remain a member in good standing.

Any Madison Library patron may ask that materials be borrowed for his/her use. The librarian will search the NHAIS system and request to borrow items from New Hampshire libraries that participate in the program. For items not available through the NHAIS Interlibrary Loan system, the librarian may seek other interlibrary loan avenues (academic libraries, libraries in other states) for print materials only. The patron will be responsible for any fines, replacement costs, copying, or lending fees that are incurred.

The Madison Library will loan out materials through interlibrary loan to libraries only. Requests from individual patrons from other libraries must be processed through that patron's library. The materials will be delivered via the New Hampshire State Library van whenever possible.

Books, audiobooks, music recordings, and magazines will be loaned for a 6-week period of time, beginning with the day the item is sent on the van or is mailed. Videos may be borrowed for a 4-week period of time. Fines will not be charged to other libraries. Materials may be renewed one time. Borrowing libraries will be billed the replacement cost for any lost materials.

Out of print materials will not be interlibrary loaned without the express permission of the librarian.

Adopted May 20, 1998

Revised: October 29, 2010

Approved November 17, 2010 by the Board of Trustees