

Lee Public Library
Interlibrary Loan Lending Policy

Materials to Lend:

The Lee Public Library lends the following materials to other libraries:

- Books
- Multi-media (videos, DVD, audiobooks, CD-ROMs)
- Magazines (except the most current issue)

The library generally does not loan out materials that have been acquired within the last 6 months or materials in high demand. Reference materials will not be loaned. Requests for photocopies of periodical articles or reference materials will be honored if the request complies with copyright law. There is no charge for photocopies.

To Request Materials :

The Lee Public Library lends materials to public, school and academic libraries throughout the United States. For New Hampshire libraries, the preferred method for requesting inter-library loan material is through the NHAIS system; however requests will be accepted via ALA forms, e-mail, telephone or fax. All requests must be submitted by the requesting library; we cannot honor requests submitted by individual patrons. Requests are processed once per day during regular hours of operation.

Requests may be made:

by mail: Lee Public Library, Attn: ILL, 7 Mast Road, Lee, NH 03824
by phone: 603-659-2626
by fax: 603-659-2986
By e-mail: leelibraryill@comcast.net
By NHAIS: HSFM (H.S.A. code) Van Stop: Lee / Lee Public Library

Loan Period and Delivery:

The loan period for all materials is five weeks from the date the material is shipped, unless an extended due date is requested. Materials may be renewed for three weeks, unless there is a reserve placed on a particular title.

Materials will be shipped via the NHSL Van to all New Hampshire libraries that receive this service; otherwise materials will be sent by US mail, free of charge. On occasion, a staff member or patron from another library may come to the Lee Public Library to pick up items as long as prior arrangements have been made with a member of the Lee Public Library staff.

It is requested that all materials be returned via the NHSL Van or by mail, with the return slip noting whether the request was made by phone, e-mail, ALA form or through NHAIS (please include request #). Patrons should not return items directly to the Lee Public Library as this may make it difficult to complete the Interlibrary loan transaction.

Adopted by Board of Trustees May 26, 2004

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