

Interlibrary Loan Policy

Interlibrary loan (ILL) involves the loan of library material from one library to another upon request. Through ILL, Merrimack Public Library patrons have access to materials owned by neither the Merrimack Public Library nor other GMILCS libraries. All ILL requests are processed through the Reference Desk in accordance with the guidelines set forth by the New Hampshire Automated Information System (in-state) and the American Library Association (out-of-state).

Borrowing items from other libraries:

1. The Merrimack Public Library will request for our patrons items that are owned by other libraries. Interlibrary loan requests will be processed only for Merrimack patrons who possess a library card in good standing, as outlined in our Circulation Policy.
2. Unless special circumstances exist, only 4 requests will be processed for a single patron at a time. Patrons who fail to pick up ILL items may have their ILL privileges revoked for a period of time as deemed sufficient by library staff.
3. All in-state ILL borrowing is provided free of charge. Patrons requesting out-of-state ILL items will be asked to cover the return shipping costs for each item requested. Lending libraries from other states also often charge fees, and such fees are to be paid by the patron. Patrons will be apprised of such fees in advance and must authorize the Reference Desk to proceed before the item is ordered.
4. ILL is meant to supplement rather than substitute the Merrimack Public Library's collection development practices. Materials will be purchased rather than borrowed whenever practical.
5. Unless special circumstances exist, the rules outlined in this policy will also govern all requests for book group selections and those made for programming purposes.

Lending items to other libraries:

1. The Merrimack Public Library will maintain a liberal lending policy and will loan eligible materials to other New Hampshire libraries that follow the New Hampshire Interlibrary Loan Protocol Manual or the ALA's National Interlibrary Loan Code for the United States. Out-of-state requests will be considered on a case-by-case basis.
2. ILL lending eligibility varies by material type. While most books and media are eligible for ILL lending, special collection items and those purchased solely for in-house use will not be eligible unless special circumstances exist. Library staff reserves the right to reject an ILL request from another library if fulfilling such a request would impact the level of service provided to library cardholders, such as for items in high demand by Merrimack cardholders. New materials and those in high demand by Merrimack cardholders will be lent at the discretion of Library staff.