

InterLibrary Loan

The Hopkinton High School Library provides a wide range of materials that support and enhance the curriculum, and that reflect the varying needs and interests of its students and faculty. In this information-rich era, however, no school library can afford to be self-sufficient, and a library's ability to provide access to resources beyond its walls is a measure of its success.

For this reason, the Hopkinton High School Library participates in New Hampshire's interlibrary loan (ILL) program. This means that we borrow and loan materials in cooperation with other libraries, in compliance with the New Hampshire InterLibrary Loan Protocol (1993).

BORROWING

The Hopkinton High School Library will provide the resources to meet the ordinary needs and interests of its primary clientele. Consequently, material borrowed from other locations will be limited to those items that do not conform to our library's collection development policy, or for which there is no recurring demand.

In borrowing from other libraries, the Hopkinton High School Library will

- provide interlibrary loan services to students and staff alike
- exhaust its own resources before requesting material from other locations
- use an interlibrary loan form (printed or electronic) that conforms to the American Library Association's recommended standard
- make every effort to borrow first from other school libraries, and then from smaller public libraries, reserving large public and university library collections for last resort
- comply with the *Copyright Act of 1976* and the *Commission on New Technological Uses of Copyrighted Works* (CONTU)
- pay the return postage costs (only) associated with each transaction
- see that all items are returned to lending libraries on time, and in good condition (individuals who lose or damage ILL materials, or who incur late charges, are liable for all such costs)
- adhere to any restrictions that the lending library places on the use of their material

LENDING

The Hopkinton High School Library will lend materials to all libraries that participate in the New Hampshire ILL system. Each loan will be made at the discretion of the Librarian, with the understanding that the needs of Hopkinton's students and staff will take precedence.

In lending to other libraries, the Hopkinton High School Library will

- loan all non-reference books, to include fiction, non-fiction, paperback, professional, and story collection items, on a 5-week, non-renewal basis
- provide copies of magazine and newspaper articles
- loan multimedia material by special arrangement only
- respond to all ILL requests within 2 working days by filling or denying the request, or by acknowledging a reserve
- pay the sending postage costs (only) associated with each transaction
- accept emergency telephone requests, when made by a Librarian and followed up with a completed ILL form
- make this ILL policy available on request

MISCELLANEOUS

- When possible, the NHSL van service will be used for delivery and return of ILL items.
- Should the cost of photocopies become onerous, a per-page fee may be instituted.
- No overdue fines will be charged. Libraries that fail to return material within one month of its due date will be billed at full replacement cost, and will be denied service until the record is clear.
- Libraries who routinely keep materials beyond the 5-week loan period may be denied further loans.