

GMILCS, Inc.

Common Borrowers Card and Open Request Policy

Amherst Town Library
Bedford Public Library
Danforth Library, NEC
Derry Public Library
Goffstown Public Library
Hooksett Public Library
Kelley Library (Salem)
Manchester City Library
Manchester West Side Community Library
Merrimack Public Library
Nesmith Library (Windham)
Teti Library, NHIA
Wadleigh Memorial Library (Milford)

These libraries participate in the GMILCS common borrower card service with these conditions:

1. The policies of the lending library prevail.
2. GMILCS member libraries will issue cards to all eligible requesting customers (such as attending school in town, working in town, paying for a card) even if this results in a customer having multiple cards.
3. Materials may be returned to any participating library.
4. Local blocks will be maintained.
5. Fines will go to the collecting library.
6. Fines will be accepted at the discretion of the individual library.
7. Money for lost materials must be paid to the owning library.
8. Requests for holds may be placed on the items of other libraries, either at the other library, through the online catalog, or over the telephone.
9. Customers should present a valid card to borrow items at another library through the CBC program. A valid card is one that has not expired, has no charges for lost materials, and no excessive fines as defined by the lending library.
10. If a customer cannot produce a card at the time of checkout, a current photo ID (such as a driver's license) displaying the cardholder's name will be accepted. If the ID does not list the cardholder's address or if the address on the ID does not match the patron database, the customer is required to verify their address verbally before checkout.
11. A borrower with an expired card may be granted one courtesy check out at the discretion of the lending library.
12. Open requests are an extension of the CBC service. Customers may place requests for holds and have their materials sent to the participating library of their choice.
13. The owning library lends materials at its discretion, generally following the guidelines they have submitted for the CBC/ILL grid.

Adopted April 20, 2000

Approved changes February 15, 2001; April 15, 2004; October 19, 2006; March 18, 2010; March 17, 2011; August 16, 2012; April 20, 2017

Adopted by Derry Public Library Board of Trustees, June 19, 2017