

Thomas More College of Liberal Arts

Warren Memorial Library

Interlibrary Loan Policy

For Students, Faculty, and Staff of the College

Eligibility:

Any current student, faculty, or staff member of Thomas More College may request material for Interlibrary Loan (ILL).

Borrowing materials:

ILL requests can be made for books, journal articles, and media. The lending institution may place their own restrictions on various works or collections that they possess.

ILL requests cannot be made for materials which are currently owned by the Warren Memorial Library or for rare books.

Reference materials may be available through ILL requests and will be evaluated on a case by case basis.

Request process

To locate items held by other libraries, search the [NH Union Catalog](#), [St Anselm's Catalog](#), and [Rivier's Catalog](#). The NH Union Catalog covers the majority of libraries in the state. St Anselm and Rivier maintain current holdings in the online catalogs located on their websites.

Once you have located the item(s) you wish to borrow, submit your requests via email with the [Librarian](#) through your Thomas More College email. The request must include the catalog link and the date you need the item(s) by.

Once the item has been received from the lending institution, you will receive an email notice to pick up the item(s) from the library. Borrowing period is subject to the policy of the lending institution. Due date will be 3 days prior to the institution due date so allow item(s) to be returned to lending institution.

Lost or damaged materials are the sole responsibility of the borrower. Borrower will be responsible for replacement costs and fees, as determined by the lending institution.

Arrival timeframe

Materials can arrive between 5 and 14 days after request, depending on availability and shipping timeframes.

Requests will remain active for 30 days in ILL system. If there are no libraries able to fill the request, the borrower will be notified by email that the request is unfulfilled. Requests through NHAIS will receive automated notification from NHAIS. Requests through other institutions/systems will receive notification from the Librarian.

For NHAIS Institutions

Eligible Borrowers

All libraries that are members of NHAIS are eligible to request ILL from Thomas More College. Libraries outside the state are generally unable to request ILL.

Other Catholic institutions (in state or out of state, regardless of type of institution) may be eligible to borrow and will be evaluated on a case by case basis

Available materials

ILL requests can be entered for books in the Circulating collection. Materials in the Faculty, Reference, and Rare book collections are unavailable for ILL. Periodicals are stored offsite and can be retrieved for photocopy, subject to a longer processing time frame due to material retrieval.

Depending upon copyright considerations and condition of material, photocopies of such material may be available. Please contact the [Librarian](#) via email to discuss availability.

Request procedure

Whenever possible, submit ILL requests through the NHU Pac system. For institutions without access to NH Pac, contact the [Librarian](#) via email to request ILL materials.

Requests are not accepted during the Winter and Summer breaks.

Lending period

Materials will be lent for a period of 4 weeks, with the option for one renewal subject to local requests and holds. If materials are lent with less than 4 weeks remaining in the semester, materials will be due at the end of the semester.

Photocopies

Photocopies may be transmitted via mail, fax, or digital scan dependent upon recipient. Digital is the preferred method.

Photocopies can be requested of journal articles and reference material subject to compliance with Copyright Law and CONTU guidelines. Photocopy materials are available free of charge to New Hampshire institutions that are members of NHAIS. Physical photocopy requests (mail or fax) are limited to 30 pages.

Material Delivery & Return

The preferred method of delivery & return is the NHAIS van delivery system. Materials are not available for hold, pick up, or return at the Library itself. Rush exceptions may be made on a case by case basis for delivery. The College is not a direct drop off for the NHAIS van delivery system. Please address ILL items To: Merrimack, Merrimack Public Library FOR Thomas More College, Merrimack.

If the institution is not on the van delivery system, materials will be sent via US Mail. Postage charges will be covered by the borrowing institution.

Contact Information

Thomas More College of Liberal Arts
Warren Memorial Library
6 Manchester St
Merrimack, NH 03054
Librarian: Alexis Rohlfig
Email: arohlfig@thomasmorecollege.edu