

**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)  
Leach Library (Londonderry)  
Manchester City Library  
Manchester West Side Community Library  
Merrimack Public Library  
Nesmith Library (Windham)  
Rodgers Memorial Library (Hudson)  
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 or one courtesy card renewal (per Circ ILL Handbook, Part 1, Section E) 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; September 23, 2023

Adopted by the Leach Library Board of Trustees 11/6/2024