NHAIS Interlibrary Loan System – School Closed Dates

Libraries that participate in the NHAIS Interlibrary Loan System are REQUIRED to notify NHAIS Services when they will be closed (or the ILL account will not be monitored) for a "vacation" period longer than 3 consecutive days. In order to make that easier for schools we are offering them the option to complete this form once per school year for the days they will be closed. It is the OBLIGATION of the school library to notify NHAIS Services of any changes in schedule, or additional dates when ILL will not be checked and responded to, by contacting the NHAIS Help Desk in advance of closed days.

School/Library Name: _____

HSA code: _____ **Date form completed:** _____

Signature of Library Director: _____

INCLUDE THE YEAR IN THE DATES LISTED

Reason for closure	Start day for "vacation"	Last date for "vacation"
Thanksgiving Recess		
Holiday Recess		
Winter Recess		
Spring Recess		
Summer Break		

12-30-19

New Hampshire State Library, NHAIS Services
20 Park Street, Concord, NH 03301 NHAIS Help Desk 271-2141