

SECTION 293      INTERLIBRARY LOAN POLICY

An interlibrary loan is a transaction in which materials and copies of materials are made available by one library to another.

The purpose of interlibrary loan is to provide access to resources not available in the user's library. An active interlibrary loan program, however, should be no substitute for development of adequate building collections based on local needs. The final decision regarding the loan of a resource is left to the discretion of the school library media specialist at the lending library.

1. A print resource, non-print resource, or a copy of a print resource may be requested from another library by contacting the library directly.
2.  The following types of resources may not be loaned on a usual basis. However, these items may be available by special agreement. Check with individual libraries for lending policies.
  - a. Rare, unique, or valuable material which would be difficult or impossible to replace
  - b. Bulky or fragile items which would create shipping problems
  - c. Resources in current and recurring demand at the lending library
  - d. Reference books, equipment, computer hardware, and computer software
3. The loan period will be specified by the lending library.
4. The lending library may limit the number of items loaned pertaining to a single subject.
5. Responsibilities of the Borrowing Library
  - a. The borrowing library is responsible for promptly returning items in good condition
  - b. The borrowing library is responsible for reporting lost or damaged items to the lending library as soon as possible.
  - c. If a borrowed item is lost or damaged, the borrowing library is responsible for replacing lost or damaged items.
  - d. The borrowing library is responsible for searching and locating resources prior to placing a request.
6. Responsibilities of the Lending Library
  - a. The lending library is responsible for promptly sending requested material.
  - b. Overdue fines may be charged by the lending library on interlibrary loan items
  - c. If a borrowed item is lost or damaged, the lending library will determine replacement value for that item.

SECTION 293      INTERLIBRARY LOAN POLICY (continued)

7. Responsibilities of the Director of Technology
  - a. The school library media specialists working with the Director of Technology will review policy and procedures for interlibrary loan.
  - b. The Director of Technology will coordinate information, training and support for library staff regarding interlibrary loan.

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