

# **Cayuga-Onondaga BOCES School Library System Interlibrary Loan Policy**

## **I. Definition**

An interlibrary loan is a transaction in which library materials, or copies of the material, or resources are made available by one library to another upon request.

## **II. Purpose**

The purpose of interlibrary loan, as defined herein, is to provide access to library resources not available in the user's library.

## **III. Scope**

- A. A loan or copy of any material may be requested from another library through the School Library System in accordance with the loan period established by the owning library. The lending library will decide in each case whether a particular item can be provided.
- B. Most libraries will not ordinarily lend the following types of materials (but could be available for on-site access providing arrangements have been made in advance):
  - 1. Rare, unique, or valuable material, which would be difficult or impossible to replace,
  - 2. Bulky or fragile items which would create shipping problems,
  - 3. Resources in high demand at the lending library,
  - 4. Resources that do not circulate, except at the discretion of the lending library (e.g. reference books, media).

## **IV. Copyright Compliance**

The current Copyright Law shall be adhered to at all times. (

## **V. Method of Request**

- A. All interlibrary loan requests from students, faculty, and staff should be submitted by the school library media person of the building/district.
- B. Verification
  - 1. Bibliographic information must be as complete as possible when submitted to the School Library System.
  - 2. The source of verification should be stated.

## **VI. Responsibility of the Borrowing Library**

- A. Each member library should provide the resources to meet the study, instructional, informational, and normal research needs of its primary clientele.
- B. Each library within the School Library System should inform its users of the purpose and of the library's interlibrary borrowing policy.
- C. Each library should make every effort to exhaust its own resources before resorting to interlibrary loan and carefully screen all requests for loans.
- D. The borrowing library is responsible for the safety of all resources borrowed from other libraries. If the borrowing library permits its users to use the resources outside of the borrowing library, the borrowing library is responsible for:
  - 1. charging out the material in an acceptable manner, and
  - 2. soliciting the prompt return of resources on or before the date due.
- F. The borrowing library and its users must comply with the conditions established by the lending library.
- G. The borrowing library is responsible for reporting losses and damages to the School Library System as soon as possible.
- H. The borrowing library is responsible for returning the resources properly packaged to the lending library, via the established delivery method.
- I. The total responsibility for resources borrowed from other libraries that are not arranged through the School Library System, remains with the borrowing library.

## **VII. Method of Loan**

The lending library may select the most satisfactory method:

- A. Send the resource, properly packaged, to the requesting school via the delivery system.
- B. Photocopy or scan a print resource (periodical article (example)).
- C. Ask the School Library System to photocopy from a print source in its collection.

## **VIII. Responsibility of the Lending Library**

- A. The lending library is to decide if a resource is eligible for interlibrary loan.
- B. The lending library will follow the established loan period for materials loaned, exclusive of the time spent in transit.
- C. The lending library should respond to all requests as promptly as possible.

- D. The lending library is responsible for clearly marking its ownership on each item loaned.
- E. The lending library will determine renewal loan privileges.

**IX. Responsibility of the School Library System**

- A. The School Library System will act as an intermediary in arranging loans between the libraries and in soliciting the return of overdue resources.
- B. The School Library System will arrange for the transporting of interlibrary materials using the existing delivery system.
- C. The School Library System will assume responsibility for resources lost or damaged beyond repair in transit.
- D. The responsibility for resources borrowed from other libraries in the Cayuga-Onondaga School Library System rests with the borrowing library. However, if the borrowing library presents proof that all avenues of collection for lost or damaged materials have been exhausted, the School Library System will provide a replacement or will provide funds to help cover losses. Replacement prices for out-of-print resources will be established by using a comparable fair market value.
- E. The School Library System will make a serious effort to avoid concentrating the burden of requests on a few libraries.

**X. Duration of Loan**

- A. The duration of the loan is set for all SCOOLES participants. "Date Due" means the date when the library material is to be shipped back to the lending library.
- B. All interlibrary loan material should be returned promptly.
- C. A renewal request should be sent in time to reach the lending library no later than three days prior to the due date.
- D. All material on loan is subject to immediate recall and the borrowing library should comply promptly.

**XII. Violation of Policy**

Continued disregard of any provisions of this policy is sufficient reason for the suspension of a school's interlibrary borrowing privileges.

**XIII. This policy shall be reviewed on a regular basis and revised when necessary.**