

360 – Instructional Resources and Services

364 – Interlibrary Loan Policy

Interlibrary loan is the process of sharing resources between libraries. The School District of Shiocton participates in resource sharing with The Shiocton Public Library and the Outagamie Waupaca Library System.

The purpose of interlibrary loan is to obtain through cooperative efforts materials and information not found in one's local library media center. It is a means of providing a wider range of materials to meet the informational needs of users when the local resources do not meet those needs.

The Shiocton School Library Media Center will not necessarily lend the following materials:

- Library resources in current and recurring demand which have extensive holds and waiting lists at the requested library media center
- Resources that would compromise curriculum delivery if not returned
- Resources that do not circulate (e.g. reference materials)
- Rare, unique or valuable material which would be difficult or impossible to replace

Responsibility of the Borrowing Library

- The borrower will provide interlibrary loan services to students and staff alike
- The borrower will exhaust its own resources before requesting materials from other locations
- The borrowing library will see that all items are returned to the lending library on time and in good condition
- The borrower will pay the return postage costs associated with the transaction
- All materials borrowed from school district library media centers must be returned by specified due date

Responsibility of the Lending Library

- The lending library will establish and maintain an interlibrary loan policy and make it available upon request
- The lending library will determine if a resource is eligible for interlibrary loan. If it is not, the reason will be stated on the request
- The lending library will respond to all requests as promptly as possible

All materials will be handled in compliance with the current District Copyright Policy.

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Second Reading: July 25, 2006

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