I. Definition

An interlibrary loan is a transaction in which library materials or copies of the material or resource are made available by one library to another library on behalf of that library’s clientele.

II. Purpose

The purpose of interlibrary loan as defined in this policy is to provide access to resources not available in the user’s library.

III. Scope

A. The Madison-Oneida Area School Library System and its member libraries extend open access to their bibliographic database. Madison-Oneida School Library System libraries will provide interlibrary loan of materials according to our system’s written policies and procedures.

B. Any type of library material may be requested from another library in accordance with the lending policy established by the owning library.

C. Photocopies of print resources will be supplied subject to copyright restrictions and availability of copying equipment in the owning library or the School Library System center.

IV. Copyright Compliance

The current copyright law shall be adhered to at all times.

V. Method of request

A. Written requests will be submitted on a Madison-Oneida School Library System interlibrary loan form, supplied by the System.

B. The borrowing library will complete the request.
VI. Responsibilities of the Borrower

A. The borrowing library and its users must comply with conditions established by the lending library, and/or the School Library System.

B. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code).

C. Library staff will be familiar with and use relevant bibliographic sources for verification of requests.

D. All requests will be forwarded on the School Library System interlibrary loan form.

E. The borrowing library will keep records of all unfilled requests, and all direct transactions with libraries that are completed outside the usual School Library System procedures. The method of record keeping will be specified in the procedure manual.

F. The borrowing library is responsible for the safety of the material. If damage or loss occurs, the borrowing library will make all attempts to reimburse the lending library at present prices for the materials, as determined by the lender (retail, replacement cost or current market value). Attempts to repair items should not be made without consultation with the lending library.

G. The borrowing library is responsible for the prompt return of borrowed materials in suitable packaging, via the established delivery method.

H. All resources borrowed are subject to recall by the lending library. The borrower shall comply promptly.

VII. Responsibilities of the Lending Library

A. The lending library determines if a resource is eligible for interlibrary loan. Individual libraries are encouraged to develop liberal lending policies.

B. The lending library should process requests as soon after receipt as possible within three working days by filling or forwarding the request.

C. The lending library will keep records of all interlibrary loan requests and transactions. Copies of these records will be submitted to the School Library System office on request. Method of record keeping will be specified in the procedure manual.

D. The lending library is responsible for clearly marking ownership on each item loaned.

E. To provide for delivery time and enough time for the borrower to use the item, the loan period shall be set at four weeks whenever possible. Some items may have shorter loan periods, however.
VIII. Duration of the Loan

A. Duration of the loan is four weeks from the date of transit to day of return, unless otherwise stated by the lending library.

B. All resources loaned are subject to recall by the lending library. The borrower shall comply promptly.

C. All interlibrary loan materials should be returned promptly.

IX. Responsibilities of the School Library System

A. The School Library System will collect and compile statistics on all interlibrary loans.

B. The School Library System will be responsible for and provide transportation of loan items utilizing existing delivery systems.

C. The School Library System will provide interlibrary loan forms upon request of school library media specialists.

D. The School Library System will act as intermediary in arranging loans and soliciting the return of overdue resources, if necessary.

E. The School Library System should be notified of any interlibrary loan problems.

X. Method of Loan

The lending library may select the most satisfactory method:

A. Send the resource, properly packaged and labeled via the existing BOCES delivery systems or mail.

B. Photocopy from a print resource, i.e. periodical article or short reference from a book.

C. The School Library System will provide back-up photocopying support as needed.

XI. Revision
The School Library System director and the School Library System liaisons will review and revise this policy as needed and present it to the School Library System Council for approval.

Approved by Council 9/11/1985
Amended 5/13/1987
Amended 8/30/1991
Amended 10/16/1992
Amended 5/30/2001