Introduction
This procedure expands and clarifies the Interlibrary Loan Policy.

This manual details the operation of interlibrary loan transactions in an effort to standardize and simplify the procedures as much as possible in order to insure success.

All loans are from library media center to library media center (not library to patron).

I. PLACING A REQUEST

A. Written
1. All requests must be submitted on an interlibrary loan form supplied by the system. There are forms for requests by fax as well as four-part forms for requests by mail or courier.
2. All forms should be printed legibly.
3. Forms should be filled in as completely as possible following accepted bibliographic practice.
4. Materials may be held in several locations. Requests should be spread among different participants; not concentrated on a few libraries.
5. Add to the form three location codes with call numbers, if possible, for holding libraries. Send the form to the first of the locations.
6. For the printed forms, detach Part D (gold) for your files. Send the other three copies to the lending library. For fax requests, file your form.
7. When specific titles cannot be located in existing catalogs (www.ciderpress.org/mosls.html, www.midyork.org, etc.); request forms with verified citations may be sent to the School Library System office. The School Library System will attempt to locate these materials.
8. Request forms should be sent via the BOCES courier or U.S. Mail in clearly and completely addressed envelopes. Use the School Library System Directory for addresses of schools in the Madison-Oneida and Oneida/Herkimer School Library Systems as well as the System office. Materials sent between Madison-Oneida and Oneida/Herkimer School Library System schools are to be sent by BOCES courier. Courier mailing addresses should include BOCES, school & librarian's name.
9. If requesting photocopies, the borrowing librarian must initial the interlibrary loan form indicating compliance with the copyright law and mark the appropriate box. (See page ?? for copyright guidelines.).
10. Borrower must maintain for three years records of requests made by it for copies of any materials to which the copyright guidelines apply.

B. Telephone
1. Requests via telephone are accepted only if warranted by urgency of the request.
2. Telephone calls should be placed directly by the library in need to the source of the item.
3. Telephone requests will be recorded on an interlibrary loan form by the lending library.

C. Verification of Citation
1. All requests should contain as complete bibliographic citation as possible.
2. Citation should be verified by library staff to:
   - Guarantee that the citation is complete and as accurate as possible. Regional catalogs are considered valid verification sources. If materials are not verified in a regional catalog, consult
authoritative on-line or print bibliographic sources such as ProQuest Direct, Wilson’s Biographies Illustrated Plus, Readers Guide to Periodical Literature, or ERIC. Note the source used on the interlibrary loan request. Add any details like EJ or ED number for ERIC citations, ISBN (International Standard Book Number) for books or ISSN (International Standard Serial Number) for periodicals.

- Guarantee the legibility and accuracy of the request.
- Guarantee the copyright compliance of the request.

3. When an item cannot be verified in standard tools, give complete information as to the source of the reference (sample: Bibliography from Snakes in the Eastern Woods by J. Smith, p. 58)

D. Location of Materials
1. Library should determine that the material is not available from their own collection.
2. The following catalogs are available for consultation to determine the location of resources for interlibrary loan:
   - The C.I.D.E.R. Regional Union Catalog at www.ciderpress.org/mosls.html (or your district version)
   - The Central New York Site Search Catalog at http://clrc.org:10384/

3. Materials from Madison-Oneida and Oneida/Herkimer School Library Systems may be requested directly from the owning library. Materials from other libraries/library systems may be accessed by sending the requests to the School Library System office.
4. Attempts should be made to locate the materials within our system before sending requests outside of our system.

II. RESPONDING TO REQUESTS

Response to interlibrary loan requests shall be made within three days.

A. To Loan a Resource
1. Item should be marked with the identity of the lending library including a city and zip code.
2. Add your library code to the interlibrary loan form under Lending Library.
3. Unless otherwise determined, due date should be computed as four (4) weeks from the date of loan. Please state the due date on the interlibrary loan form.
4. Clearly note any limitations regarding the loan on the interlibrary loan form, i.e. restrictions on use, condition of material prior to loan if other than good or complete. (Samples: In library use only; pages 23-5 torn; binding loose)
5. Detach the three parts of the printed interlibrary loan form:
   - Keep Part A (white) for your circulation records.
   - Enclose Part B (yellow) with the item being loaned.
   - Send part C (pink) to the School Library System office at the end of the week.

6. For periodical articles:
   - Copy the article, fill in the Date Sent blank and send it with Part B (yellow) or
   - Send the whole magazine with the date sent and date due blanks filled in on Part B (yellow) or
   - Send microfilm or microfiche to the School Library System office to be copied. The School Library System will forward the copy and return the original.
7. Resources should be shipped by BOCES Courier or mail, properly labeled with a complete address and protectively packaged.
   - Photocopies and periodicals may be sent in interoffice envelopes.
   - Books should be delivered in delivery bags provided by the system or interoffice envelopes.
8. Crack and peel mailing labels are available on request from the School Library System office.

B. For Resources Unavailable for Loan
1. Note reason for inability to fill the request on the interlibrary loan form. Standard abbreviations are:
   - NOS Not on Shelf
In Use
Msg. Missing
REF Reference/ non-circulating
NIL Not in Library

2. If additional holding libraries are listed on the form, promptly forward the request to the next library listed.
3. If there are no additional libraries listed on the form, return the interlibrary loan form to the requesting library.
4. The requesting library may forward any request that is unfilled within the two School Library System area to the School Library System office where attempts will be made to locate the material outside our system.
5. For requests that remain unfilled, the borrower is responsible for sending the Part C (pink) copy of the form to the School Library System office. Unfilled should be noted prominently on the form.

III. USE AND RETURN OF BORROWED RESOURCES

A. Use
1. Upon receipt of item, the borrowing library shall review the date due and conditions of loan as stated on interlibrary loan form. Keep Part B (yellow) for return with the material.
2. The borrowing library shall comply with conditions of loan established by the lending library or the system.
3. Borrowed materials should be charged out following local library procedures. Items may be circulated as follows, unless otherwise specified by the loaning library:
   - Print resources may circulate outside the borrowing school building.
   - Non-print resources may not circulate outside of the school building.

B. Return
1. Materials shall be returned on time according to the due date established by the lender.
2. The loan may be renewed at the discretion of the lending library. The lender shall be contacted prior to the due date.
3. Resources may be recalled by the lending library, prior to the due date, if necessary. In such cases, the borrower shall return the item(s) promptly.
4. Material should be inspected prior to its return.
5. If the borrower is having trouble retrieving materials from a user, please communicate with the lending library.
6. Note date returned on Part B (yellow) of interlibrary loan form.
7. Return items promptly with Part B (yellow) of the interlibrary loan form. Securely package and label materials and send by BOCES delivery system or mail.

IV. OVERDUES

A. Notices
1. Borrowed materials must be returned on the due date unless an alternative arrangement has been made with the lending library.
2. The borrowing library may send written overdue notices to the patron on late materials.
3. A lending library should follow up overdue materials by sending written notice and then, if necessary, telephoning the borrowing library.
4. The borrowing library should respond to overdue notices promptly. If having difficulty retrieving material from the patron, the borrowing library should still respond to the lending library as to the status of retrieval efforts.
V. LIABILITY FOR AND REPLACEMENT OF DAMAGED OR LOST RESOURCES

A. Liability
1. The safety of borrowed materials is the responsibility of the borrowing library.
2. The borrowing library shall meet all costs of repair or replacement for damaged or lost materials in accordance with the preference of the lending library.
3. The borrowing library shall be informed in writing of damage or loss as soon as possible or within one week of the due date.
4. Consult the lending library before attempting any repair.

B. Costs
1. Repair costs should not exceed replacement cost, using current list price.
2. Replacement cost is defined as current list price of in-print resources, as verified in Books-in-Print, the publisher’s catalog or other print source. For out-of-print resources, and equivalent title may be agreed upon.

VI. STATISTICS

A. Responsibility for:
1. Accurate recordkeeping and statistical reporting are vital to on-going evaluation and revision of the interlibrary loan program and process.
2. The lending library is responsible for keeping records of all interlibrary loan transactions. These records should include requests for within the school district, between districts and requests from other types of libraries. A Part 3 (pink) slip for each direct loan should be sent to the School Library System office at the end of each week.
3. The borrowing library is responsible for records of all unfilled requests that they have originated and any direct loans from a source other than a Madison-Oneida school library (example: a direct loan for a public or academic library that was not handled by the School Library System office).
4. Part 3 (pink) slips for all unfilled requests should be sent to the School Library System office at the end of each week.
5. The local library should record any direct loans between the school and any local public or academic library on the appropriate form (See page ??) and submit these forms monthly.
6. The system will be responsible for maintaining records of all interlibrary loan requests handled through the System office.
7. The System will be responsible for collecting, collating and reporting all interlibrary loan statistics as submitted.

VII. COPYRIGHT COMPLIANCE

B. Responsibility
1. The current copyright law shall be adhered to at all times.
2. It is the responsibility of all participating libraries to be familiar with and comply with the existing law.
3. Interlibrary loan request forms for photocopies shall be marked with copyright compliance assurance CCL or CCG. (See chart p. ??)
4. See Appendix for copyright guidelines for interlibrary loan.
5. See Appendix for copyright assurance on interlibrary loan requests (CCL or CCG).

Approved by Council 9/11/1985
Amended 5/13/1987
Amended 10/16/1992
Amended 6/11/2001
<table>
<thead>
<tr>
<th>Description</th>
<th>CCG or CCL</th>
<th>Limitations</th>
</tr>
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<tbody>
<tr>
<td>Periodical article from a title that you do not own, less than 5 years old</td>
<td>CCG</td>
<td>No more that 6 requests per title per calendar year</td>
</tr>
<tr>
<td>Periodical article from a title that you do not own, more than 5 years old</td>
<td>CCL</td>
<td></td>
</tr>
<tr>
<td>Periodical article from a title you own or have ordered, that are not reasonably available</td>
<td>CCG</td>
<td></td>
</tr>
<tr>
<td>A small portion of a non-periodical (a short story, chapter, or poem from a collection)</td>
<td>CCG</td>
<td>Limit of 6 filled requests from a single work (such as poetry or fiction) for the entire copyright period.</td>
</tr>
<tr>
<td>A small portion of a non-periodical that you own but is not available (i.e. in circulation, at the bindery)</td>
<td>CCG</td>
<td></td>
</tr>
<tr>
<td>Replacement pages for a damaged item that you own.</td>
<td>CCL</td>
<td>When it becomes part of the requesting library's collection.</td>
</tr>
<tr>
<td>An entire work where the library has established that a copy cannot be obtained at a fair price.</td>
<td>CCL</td>
<td>Only if it becomes the property of the end user.</td>
</tr>
<tr>
<td>Copies for classroom use</td>
<td>CCL</td>
<td>Limited by the type of use, the portion of the work copied in relation to the whole and the effect on the work's potential market.</td>
</tr>
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CCG -- Conforms to Copyright 108 (g) (2) Guidelines - See Appendix A
CCL -- Copyright Law and Fair Use - See Appendix A