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Appendix A  Copyright Guidelines for Interlibrary Loan

The following is intended to highlight those sections of the 1978 Copyright Law, which may affect interlibrary loan arrangements. More detailed and various interpretations are available throughout library literature. For more complete information, several copyright publications are available for loan from the school library system.

Section 107

Limitations on exclusive rights: fair use

"Fair use allows copying without permission from, or payment to, the copyright owner where the use is reasonable and not harmful to the rights of the copyright owner."

Register of Copyrights, 1975

The "fair use" section applies to items copied for teaching, both single and multiple copies for classroom use, research, criticism, comment, news reporting and scholarship and is dependent upon four criteria:

a. The purpose and character of use (i.e. commercial vs. nonprofit, educational)

b. The nature of the copyrighted work.

c. The amount or proportion of work copied in relation to the work as a whole.

d. The effect of the use on a work's value or potential market.

Section 108

Limitations on exclusive rights: reproduction by libraries and archives

Library copying that may exceed fair use is authorized in Section 108. A library may make copies as authorized in section b - h if they meet three criteria:

1. Reproduction or distribution is not done for commercial advantage

2. Library collections are open to the public or available to outside researchers

3. Copies must include notice or copyright (you can buy rubber stamps with the appropriate wording from most library vendors)
Guidelines for Interlibrary Arrangements

Systematic photocopying of copyrighted materials is prohibited; however, section 108 (g) (2) permits interlibrary arrangements that do not have, as a result or effect, copying done in such aggregate quantity as to substitute subscription or purchase. Aggregate quantity is defined to prohibit excessive copying from a single periodical or material title as follows:

a) No more than six copies or six articles, published within 5 years of date of request, from the same periodical title may be copied within any calendar year.

b) No more than six filled requests per requesting entity (i.e. the same requesting library) from a single work (such as poetry, fiction) for the entire period the work is protected by copyright.

c) Copies may be made beyond above limitations if the requesting entity (library) has within its collection, or on order, a copy or subscription for the material of which a copy is being requested.

d) Requests for copying must be accompanied by representation that request conforms with copyright guidelines.

e) The requesting (borrowing) library shall keep records of all filled requests for copies to which these guidelines apply.
Appendix B  Copyright Assurance on Interlibrary Loan Request Form

To facilitate conformity with the Copyright Revision Act of 1976 (PL 94-553) any interlibrary loan form calls for the signature of the requesting librarian assuring compliance of the request to the provisions of the law (sections 107 and 108) and accompanying guidelines.

The guidelines related to Section 107, which apply to interlibrary loan, and "Agreement on Guidelines of Classroom copying in Not-for-Profit Educational Institutions" and "Guidelines for Educational Uses of Music." The guidelines related to section 108 apply directly to interlibrary loan.

The borrowing library is responsible for making sure that any request conforms to the copyright law and the accompanying guidelines. To do so the library must check one of the two boxes provided, CCG (Conforms to Copyright Guidelines) or CCL (Conforms to Copyright Law). Unless one of the boxes is checked, the lender may refuse to fill the request.

**CCG (Conforms to Copyright 108 (g) (2) Guidelines)**

A check in the CCG box applies only to a photocopy of an article or contribution to a collection or periodical issue or a small part of any other copyrighted work. It should be used when:

1. Your library has requested no more than 6 copies or 6 articles,
2. published within 5 years of date of request from the same periodical title in any calendar year, or
3. Your library owns or has ordered a subscription to a periodical or other work, or
4. Your library owns the material to be copied, but it is not reasonable available.

**CCL (Conforms to Copyright Law)**

A check in the CCL box applies when a work is in the public domain, or the request is sanctioned under other parts of the law than Section 108 and its guidelines. This should be used under the following circumstances.

**When the copy becomes the property of the user:**

1. If it is an entire work where the library has determined that a copy cannot be obtained at a fair price.
2. If it is conformity with "Guidelines for Classroom Copying in Not-For Profit Educational Institutions".
3. When the library believes it is "Fair Use" (see page ??).
4. When the periodical article was published more than five years prior to the date of request.

When it becomes part of the collection of the requesting library.

1. If it is to replace a damaged or stolen copy that is unavailable at a fair price.

2. If it would be "fair use" (see p. ??).

The Copyright Clearance Center, Inc. (CCC) is a not-for-profit service through which organizations may conveniently pay for much of their photocopying which exceeds exemptions in the copyright law. The center collects royalties as set by the publisher. To use the center, an organization must register with their Operations Office. For more information write to:

Copyright Clearance Center
21 Congress Street
Sale, MA 01970

For further information on interlibrary loan and copyright you may borrow from the School Library System office Virginia Boucher's Interlibrary Loan Practices Handbook, ALA, 1997 (025.6 BOU) or Interlibrary Loan: Theory and Management by Lois C. Gilmer, Libraries Unlimited, 1994 (025.6 GIL).
## Appendix C  School Library System Journal Titles

<table>
<thead>
<tr>
<th>Journal Title</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>AV Guide</td>
<td>1992-</td>
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<tr>
<td>American Libraries</td>
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<tr>
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<td>1992-</td>
<td></td>
</tr>
<tr>
<td>Cable In The Classroom</td>
<td>Current 2 Years</td>
<td></td>
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<tr>
<td>Classroom Connect</td>
<td>Current 2 Years</td>
<td></td>
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<tr>
<td>Computers In Libraries</td>
<td>Current 2 Years</td>
<td></td>
</tr>
<tr>
<td>Knowledge Quest : Journal Of The American Association Of School Librarians</td>
<td>Jan/Feb 1998-</td>
<td></td>
</tr>
<tr>
<td>Library Journal</td>
<td>Current 2 Years</td>
<td></td>
</tr>
<tr>
<td>Library Talk</td>
<td>Current 2 Years</td>
<td></td>
</tr>
<tr>
<td>Media And Methods</td>
<td>Current 2 Years</td>
<td></td>
</tr>
<tr>
<td>NYLA Bulletin</td>
<td>Current 2 Years</td>
<td></td>
</tr>
<tr>
<td>School Executive's Bulletin</td>
<td>Jan/1991-</td>
<td></td>
</tr>
<tr>
<td>Online-Offline : Themes &amp; Resources</td>
<td>Current 2 Years</td>
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<tr>
<td>Refermation</td>
<td>Current 2 Years</td>
<td></td>
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<tr>
<td>SLMSgram</td>
<td>Current 2 Years</td>
<td></td>
</tr>
<tr>
<td>School Library Media Activities Monthly</td>
<td>*Current 5 Years</td>
<td></td>
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<tr>
<td>T.H.E. Journal. Source Guide Of High-Technology Products For Education</td>
<td>v. 26, #6 Jan/1999-</td>
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<tr>
<td>Teacher Librarian</td>
<td>Sept/ Oct 1998-</td>
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<tr>
<td>Teaching Tolerance</td>
<td>v. 1, # 1- Spr/1992-</td>
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</tr>
<tr>
<td>Technology Connection</td>
<td>v. 1-, #1- Mar/Apr 1994-</td>
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</tr>
<tr>
<td>The Library Imagination Paper.</td>
<td>v. 8, N. 3 Fall 1986 -</td>
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<tr>
<td>The School Librarian's Workshop.</td>
<td>Jan/1991-</td>
<td></td>
</tr>
<tr>
<td>The Book Report</td>
<td>Current 2 Years</td>
<td>May/Jun1986-1995 Fiche</td>
</tr>
<tr>
<td>The Booklist</td>
<td>v. 82-84 Sept/1985-Aug/1988 Fiche</td>
<td></td>
</tr>
<tr>
<td>The Education Digest</td>
<td>v. 50-53 Sept/1984-Apr/1988 Fiche</td>
<td></td>
</tr>
<tr>
<td>The Electronic School : Innovative Uses of Technology in Education</td>
<td>Feb/1995-</td>
<td></td>
</tr>
<tr>
<td>Voice Of Youth Advocates : VOYA</td>
<td>*Current 5 Years</td>
<td></td>
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</tbody>
</table>
BOCES is a cooperative service organization that helps school districts save money by pooling resources and sharing costs. Services (CoSers) are created when two or more districts decide they have similar needs that can be met by a shared program. BOCES services are often customized, offering districts the flexibility to meet their individual needs.

Described here are a few of the services offered based upon the mission of the School Library System.

**Supplemental Library Collections**  **CoSer 506.531**

"This service provides focused collections of library materials to broaden and supplement basic school library collections. These collections are housed in individual libraries, but are available for loan to other participating libraries. Materials are selected by participants and purchased, processed and cataloged by School Library System personnel."

- Madison-Oneida BOCES Service Directory

The Supplemental Collections CoSer was developed as an extension of the Cooperative Collection Development Plan of the School Library System. If the school district chooses to participate in this service, the School Library System purchases materials in response to the in-depth collection development needs identified by the participating School Library Media Specialists. Participation is based upon units of purchase. The district may choose to purchase one or more units per library.

Supplemental collection materials are processed and entered into the school library system regional catalog by System staff and then housed at the participating school library media center. These materials are available for loan to other School Library System participants through interlibrary loan. The materials are all labeled as belonging to the Supplemental Collections program.

All materials are purchased processed with a shelf list card and MARC records if available, as our goal is to make the materials available to students as efficiently as possible.

**Procedures for Participants**

- The first step in ordering a unit is to designate the subject area in which your library will be collecting this year. Remember this should be a subject you could list as a special collection on your annual member plan update.
- The deadline for submitting orders is December 15. We prefer to have most of the orders to process during the summer and make the materials available as early as possible, but all orders must be in by December 15. Then we will have time to clean up any unused funds. We do not recommend waiting until the end to order materials.
- The units for 2001-2002 are $980 each. The topic for the units must be defined. You may have two topics per unit, but orders must be received in groups of at least one unit. All of the materials in a unit do not need to come from the same vendor.
- For each order, please:
  - Give the complete company name, address and phone number information.
• Send a list of resources with author, title, ISBN. A jobber's list from on-line selection is preferred. REQUISITION FORMS ARE NOT NECESSARY. You may want to use the checklist forms some book jobbers provide or just type a list of materials with complete order information.

• You may collect in any format you deem appropriate books, CD-ROM, serials, etc. You may designate a source for the materials. We prefer a source that will provide fully cataloged and processed books.

• Because they provide quality cataloging, have good fill rates and do it in a timely fashion and are on state contract, please use Follett, Baker & Taylor or Brodart to order any books that are available from them.

• Please use DO NOT EXCEED purchase orders from the large jobbers if it fits your topics. Over order by 10-20%. The jobber fills with the most available titles. This facilitates completing the orders.

• Please consider using the on-line order writing services of the jobbers. These help you to determine the availability of the materials from the vendor and provide accurate information for them.
  • Follett’s Titlewave is at: http://www.titlewave.com/index_1.html
  • The Collection Connection from Baker & Taylor is at: http://www.btcollectionconnection.com/

• Please be aware of New York State Contracts for books and library materials. There are no shipping charges with state contracts and other discounts may apply, especially for processing. For more information go to http://www.ogs.state.ny.us/purchase/spg/lists/gp_200.asp or call the school library system.
This is the basic Electronic database service which provides:

**ProQuest Direct** - a database of periodical articles and abstracts from over 700 magazine titles (73% includes full text), 87 **KidQuest** children's magazine titles, 2 national newspapers and several reference titles. This database alone would be sold for $3300 per site.


Available at $.39 per pupil.

**Wilson Web Biographies Plus Illustrated** - databases of biographical profiles relevant to many areas of study and inquiry. The database has full-text articles; article abstracts and index citations from more than 4,000 periodicals featuring more than 26,000 images. Included are articles from **The Junior Book of Authors Series, Current Biographies** and other H.W. Wilson biographical reference sources. These databases are all available from school through IP address recognition and remotely via password. Prices quoted on an individual basis.

**Electric Library**

**Electric Library** is an on-line database of 100% full-text documents from popular journals, newspapers and wire services, television and radio transcripts, photographs and maps, children's publications, reference and historical sources, and multicultural publications. Searching is either by natural language or Boolean logic.

**NewsBank**

**NewsBank's InfoWeb Collection with Popular Periodicals** is a database of full-text newspaper; wire service and periodical articles updated daily.
Appendix E  EmpireLink Databases

**EbscoHost**

EbscoHost provides 771 full-text periodicals covering general reference, business, health, social sciences, humanities, education, general science, news and current events. In addition to MasterFile Select, EBSCO includes TOPICsearch, a current events/social issues database and Primary Search with Searchasaurus, a search engine geared for elementary to middle school-age users.

**Health Reference Center**

Gale Group's Health Reference Center/Academic is a source for both medical care professionals and consumers about important health information. This multi-source database currently provides access to full text and images of 150 nursing, allied health and leading medical journals; 1500 consumer health magazines; 500 pamphlets, as well as newsletters, newspaper articles, topical overviews, and reference books. Also included is indexing for over 200 health related journals. Libraries with access to this database can easily provide their patrons with sources for current health information.

**Dialog @ Carl**

Dialog @ Carl Basic Collection is being brought to you through the New York State Library EmpireLink project and your School Library System for three years. The Basic Collection contains approximately 300 multidisciplinary databases, including the News Collection. The News Collection consists of nearly 115 separate newspaper/newswire databases as well as the ERIC educational database.

Access is available from the school only.
Appendix F  ERIC Searching Service

The Educational Resource Information Center (ERIC) is a federally sponsored program for the collection, indexing and dissemination of research and resources in education. Although access to the ERIC database is now widely available on the World Wide Web, the Madison-Oneida BOCES Center for Instructional Support provides skilled searching of the ERIC bibliographic database for the faculty and staff of our schools. A teacher or administrator would come to Center for Instructional Support for an ERIC search rather than doing it themselves because the searching expertise of the media librarian will provide more precise results. We also have the current ERIC Thesaurus of Descriptors to assist in refining the search terminology for improved results. Brochures describing the ERIC search request process and including a search request form are provided to school library media centers for distribution to interested teachers. Call Donna Gustin at 361-5660 if you need ERIC brochures.

The results of the ERIC search are citations to journal articles (EJs) or to educational documents (EDs) such as curricular materials, research reports, books, conference papers and theses. Most, but not all, of the ERIC documents (EDs) are available on microfiche from an ERIC Center.

Request ERIC documents or journal articles through interlibrary loan through regular School Library System procedures. Journal requests should be reviewed to see if the title is available within the local schools or could be retrieved through on-line periodical databases. ERIC document (ED) requests should be sent directly to the School Library System office. The ED or EJ numbers need to be included on the complete interlibrary loan request form for any ERIC material.
Appendix G  Sample Forms

Blank Interlibrary Loan Request Form

Book Interlibrary Loan Request

08/29/06
Periodical Interlibrary Loan Requests

Madison-Oneida Interlibrary Loan

Requesting Library: MABCD
Borrower: J. Jones
Due Date: 2/14/92
Student ☐ Teacher ☑ Admin ☐ LMS
Book ☐ Periodical ☐ Other:
ISBN (Book) or ISSN (Serial): 0021-9924
ERIC ED or EJ#: EJ 591 271

Author: Andrew N. Meltzoff
Title: Origins of Theory of Mind, Cognition & Communication
Publisher or Periodical Title: JFL of Communication Disorders
Date: 3/1991, Vol. 30, No. 1, Pages 251-269
Notes:
Complies with ☐ CCG ☑ CCL Librarian
Verified in: ☑ C.I.D.E.R. ☐ ERIC ☐ Other:

Holding Library: SYR

Call Number: Not Avail.
Lending Library:
DATES: (Sent) (Due) (Returned)
Notes:
WHITE Lender ☐ YELLOW: Packing PINK: SLS GOLD: Borrower

Madison-Oneida Interlibrary Loan

Requesting Library: MABCD
Borrower: Fred Jones
Due Date: 9/6/96
Student ☒ Teacher ☐ Admin ☐ LMS
Book ☐ Periodical ☐ Other:
ISBN (Book) or ISSN (Serial): 0018-165X
ERIC ED or EJ#: 

Author: Smith, Wanda
Title: Cat on the Roof
Publisher or Periodical Title: Highlights
Date: May 1991 Vo., 55, No. 3, Pages: 10-11
Notes:
Complies with ☒ CCG ☐ CCL Librarian
Verified in: ☑ C.I.D.E.R. ☐ ERIC ☐ Other:

Holding Library: Monroe
MCNSE
MCMB

Call Number: MAG
MAG
MAG
Lending Library:
DATES: (Sent) (Due) (Returned)
Notes:
WHITE Lender ☐ YELLOW: Packing PINK: SLS GOLD: Borrower

08/29/06
Fax Interlibrary Loan Form

Central New York School Library FAX Network
Fax Interlibrary Loan

To: ________________________________
School: _____________________________
Fax Number: _________________________

Date Filled: _________________________
Filled By: __________________________
Unfilled: ___ Not owned
___ Not available

From: ________________________________
School: _____________________________
Fax Number: _________________________
Voice Number: _______________________
Date Requested: _____________________

Request for Photocopy by Fax

Periodical Title: _____________________________
Volume: _______ No: _______ Pages: _______ Periodical Date: _____/_____/
Article Author: _____________________________
Article Title: _____________________________

Verified in or item cited in: _____________________________
ISSN, OCLC, ERIC EJ or other number if known: _____________________________
Request complies with 108(g) Guidelines (CCG) Authorized By: _____________________________
Notes: _____________________________

This transaction must be included in ILL Statistics sent to your school library system.
Madison-Oneida Area School Library System

External Interlibrary Loan Report

This form is to be used to report monthly to the school library system any interlibrary loan activity which takes place directly between our member libraries and other types of libraries. For example, lending between your school library and your local public library.

BORROWING:

<table>
<thead>
<tr>
<th>LIBRARY (Please list)</th>
<th>BOOKS</th>
<th>PERIODICAL</th>
<th>OTHER</th>
<th>TOTALS</th>
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LENDING:

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</tbody>
</table>

(Include counts of photocopies with type of material; e.g. copied pages from a book is counted as a book request; pages copied from a periodical is counted as a periodical request).

White: School Library System       Yellow: School
### Crack and Peel Delivery Label

**INTERLIBRARY LOAN**

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**08/29/06**

*G-5*