Madawaska Valley Public Library Policy Manual

Policy Type: Operational **Policy Number: OP-07**

Policy Title: Resource Sharing **Initial Approval Date: October 2012**
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Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the Madawaska Valley Public Library (the Library) by providing enhanced access to library materials and information. By participating in resource sharing, the Library provides its clients with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. This policy establishes a commitment to resource sharing partnerships.

1. The Library will participate in resource sharing opportunities by:
   a) joining collaborative initiatives such as material pools, and the provincial interlibrary loan network;
   b) using resource sharing as an adjunct to, not a substitute for, the Library's collection;
   c) purchasing frequently requested titles;
   d) offering provincial interlibrary loan service to clients in good standing.

2. Interlibrary loan is a transaction in which the Library borrows materials directly from another library on behalf of a client, or another library borrows materials from the Library on behalf of its clients through INFO (Information Network for Ontario). The library will:
   a) adhere to the provincial interlibrary loan policies and participation standards;
   b) make its database of holdings available to the provincial interlibrary loan network;
   c) promote awareness of the interlibrary loan service;
   d) request materials not owned by the library or missing from its collection;
   e) request any type of library materials needed for the purpose of study, instruction, information, recreation, or research;
   f) not request items owned by the library and temporarily in use or on reserve;
   g) support the Library's book clubs and other book-based programming by requesting multiple copies of a book even if the Library already owns a copy, when feasible;
   h) strictly observe any conditions for use of loaned materials that are imposed by a lending library;
   i) not charge clients a fee for borrowing via interlibrary loan, unless requested material is not picked up;
   j) inform clients in advance regarding fees charged by lending libraries (such as replacement or late fees);
   k) be responsible for materials borrowed on behalf of clients, and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan, which will be recouped from the client by the Library.

3. Interlibrary loan service is offered to other libraries that adhere to the provincial interlibrary loan policies and participation standards. The Library will:
   a) make available the broadest range of materials for interlibrary loan with the following exceptions:
      i) equipment,
      ii) materials limited by licensing agreements,
      iii) materials designated as non-circulating;
   b) reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent;
   c) respond to requests as quickly as possible;
   d) circulate items for the same period of time as for regular circulation;
   e) grant renewals unless the materials is needed for another client of the Library;
   f) charge for overdue, damaged or lost materials based on the Library's Circulation Policy.

Related Documents:
INFO (Information Network for Ontario) Participation Policies and Schedules
https://www.sols.org/index.php/interlibrary-loan-policies
Policy Number OP-14 Circulation Policy