

Section	Services	Section #:	4
Sub-section	Lending of Materials	Sub-section #:	4.2
Topic	Interlibrary Loan / Resource Sharing	Policy #:	4.2.4

Policy

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Selwyn Public Library provides library users 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.

Procedures

1. The library will participate in resource sharing opportunities by:
 - a) joining 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 users in good standing, and
 - e) participating in collaborative initiatives such as material pools on an individual pool and branch basis.
2. Interlibrary loan is a transaction in which the Selwyn Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Selwyn Public Library on behalf of its user 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 the library's 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,
 - h) strictly observe any conditions for use of loaned materials that are imposed by a lending library,
 - i) not charge users a fee for borrowing from participating Ontario public libraries via interlibrary loan ,
 - j) consult with users in advance regarding their willingness to assume any fees charged by university or out of province lending libraries prior to requesting the item, and
 - k) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan ; the full amount of any charges levied by the lending library shall be passed on to the user.
3. Interlibrary loan service is offered to other libraries that abide by 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. materials judged by staff to be in high demand,
 - ii. materials limited by licensing agreements,
 - iii. materials designated as non-circulating,
 - iv. materials belonging to collections of a limited size,
 - b) respond to requests within 3 days,
 - c) circulate items for the same period of time as for regular circulation,
 - d) grant renewals unless the material is needed for a user of our library, and
 - e) charge for overdue, damaged or lost materials based on the Selwyn Public Library Circulation Policy – Approved Charges 4.1.2

Related Documents

INFO (Information Network of Ontario) Participation Policies and Schedules <http://www.sols.org/files/docs/share/interlibrary/NetParPolicyRev08.pdf>

History:		
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