

<p style="text-align: center;">Curriculum & Instruction 8401</p> <hr/> <p style="text-align: center;">Interlibrary Loans</p>	Administrative Application	
	Last Reviewed /Approved on:	January 7, 2019
	References:	Connections – Policy and Procedures for School Libraries in Sask., 2018 Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) works together to ensure equitable access to library resources within the school division. Interlibrary loans provide a means for schools to augment the resources housed in their school, while continuing to build library collections with materials that are current, relevant, and meet the needs of the learning community.

Definition

1. **Interlibrary Loan**

An interlibrary loan is a transaction in which library resources are made available from one library to another library.

Application

1. **Libraries Eligible for Service**

School libraries that report their holdings to Regina Catholic Schools Union catalogue.

2. **Purpose of Interlibrary Loans**

The purpose of an interlibrary loan is to provide access to resources not available in the user's library or Information and Library Services.

- a. Materials may be borrowed for student research, professional research, and recreational use, or as an aid in the selection of materials for member libraries.
- b. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual school libraries.

3. **Scope of Interlibrary Loans**

Any materials, regardless of format, may be requested from another library. The decision to lend individual items is at the discretion of the teacher-librarian of the lending library. Requests, even if they conform to this administrative application, may be refused if they are considered detrimental to the interest of the lending library's primary clientele.

The following types of materials should not be loaned, but could be made available providing prior arrangements have been made:

- a. Rare, unique or valuable materials that would be difficult or impossible to replace.
- b. Bulky or fragile items which would create shipping problems.

- c. Reference books and other resources that ordinarily do not circulate.
 - d. Periodicals and serials.
 - e. Popular/high-demand titles including Guided Reading materials. Any book which is 'in circulation' or 'too popular' should not be requested on interlibrary loan and should be considered for purchase by the requesting library.
 - f. 'Seasonal' interest titles.
 - g. Multi-volume sets: Books published in sets of more than three (3) volumes may not be available through interlibrary loan, or may be available only a few volumes at a time.
4. **Requesting an Interlibrary Loan**
A request for an interlibrary loan may be made in a number of ways:
- a. E-mail: The teacher-librarian at the borrower's school completes the *Interlibrary Loan Request Form* and e-mails it to the lending library. The lending library completes the form and forwards it to the borrower along with the resources. A copy of the form is kept with the lending library.
 - b. Telephone Request: The lending library completes the form and forwards it to the borrower along with the resources. A copy of the form is kept at the lending library.
5. **Duration of Loan**
The length of the loan will be at the discretion of the lending library.
6. **Responsibility of the Borrower**
The borrower must exhaust their own school resources and the resources available through Information and Library Services before resorting to interlibrary loans and must comply with the conditions established by the lending library.

The following conditions apply to the borrower:

- a. The safety of borrowed materials is the responsibility of the borrower from the time the material leaves the lending library until they are returned.
- b. The borrower is responsible for packaging the material to ensure its return in good condition.
- c. Pick up and return of materials is the borrower's responsibility unless other arrangements have been made with the lending library.
- d. If damage or loss occurs, the borrower must meet all costs of repair or replacement, whichever the lending library desires.
- e. The borrower must return resources by the due date.
- f. If necessary, the borrower may request a renewal before the item is due.
- g. The borrower must respond immediately if the lending library recalls the materials.

- h. The borrower is responsible for following the provisions of this policy. Continued disregard for any provision may result in the suspension of borrowing privileges.

7. Responsibility of the Lending Library

The following conditions apply to the lending library:

- a. The decision to loan material is at the discretion of the lending library.
- b. The lending library should respond to all requests in a timely manner.
- c. The lending library should state any conditions and/or restrictions concerning the use of the materials lent and specify any special return packaging or shipping requirements.
- d. The lending library should clearly indicate the due date or duration of the loan.
- e. The lending library should package the resources to prevent damage in shipping.
- f. The lending library should notify the borrower when it is unable to fill a request, and if possible, state the reason the request cannot be filled.
- g. The lending library must confirm or deny a request for a renewal.
- h. The lending library may recall materials at any time.
- i. The lending library will assess replacement, damage charges, or adequate compensation.

8. Responsibility of Information and Library Services

Information and Library Services will assist in the resolution of any conflict that arises between participants involved in the interlibrary loan of materials.

9. Copyright Compliance

The lending library and borrower must adhere to copyright laws for print and non-print materials.

10. Violation and Guideline Review

Continued disregard of any provisions of these guidelines is sufficient reason for the suspension of a borrower's privileges.

**Administrative Application Form
Interlibrary Loan Request Form**

Date of Loan Request:

Date Required:

No longer required after date:

Borrower Information

Name: _____

School: _____

Phone: _____

E-mail: _____

Requested Material Information

Call Number: _____

Title: _____

Author: _____

ISBN: _____

Publisher: _____

Library Information

Lending Library: _____

Address: _____

Phone: _____

E-mail: _____

Authorization Signature

Date: _____

Notes:

LENDING LIBRARY REPORT

Date shipped & Via

Date due:

Restrictions

In school use only

In school use only

No renewals

Other

Condition of Item

Excellent

Good

Poor

Estimated cost: _____

Not Sent Because

<input type="checkbox"/> In use	<input type="checkbox"/> Not found on shelf
<input type="checkbox"/> Non circulating	<input type="checkbox"/> Copyright restriction
<input type="checkbox"/> Not owned	<input type="checkbox"/> Hold placed
<input type="checkbox"/> Lose	<input type="checkbox"/> Other

Borrower Report

Date received _____

Date returned _____

Returned via _____

Payment provided \$ _____

Renewals

Date requested _____

New due date _____

Renewal denied _____