

# **Idaho Interlibrary Sharing Guidelines**

*Adopted by the Idaho Library Association April 18, 2005*

## **Introduction**

Interlibrary sharing refers to the process of providing citizens with access to information and materials from another library source. Idaho libraries are encouraged to participate in interlibrary sharing activities to provide maximum access to information for Idaho citizens. Interlibrary sharing services are essential to the vitality of libraries as a means of expanding the range of materials available to library patrons.

## **Purpose**

The purpose of this document is to provide understandable guidelines for interlibrary sharing activities among Idaho libraries. The guidelines set forth are not comprehensive. Libraries should give additional attention to other relevant guidelines including copyright law U.S. Title 17 (<http://www.copyright.gov/title17/>), National Commission on Technological Uses of Copyrighted Works (CONTU – <http://www.cni.org/docs/infopols/CONTU.html>), and the National Interlibrary Loan Code (<http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm>).

## **Scope**

This document addresses one aspect of resource sharing, “interlibrary loan” or “interlibrary sharing.” These two phrases are used interchangeable to reflect the nature of exchange. Libraries borrow and lend to other libraries in this arrangement. Reciprocal borrowing is outside the scope of this document; for a definition of this service, please refer to the glossary.

The world’s information resources are so vast that one library cannot possibly satisfy the information needs of all its citizens. Interlibrary sharing is a method of providing information not available in the local library. It should serve as an adjunct to, not a substitute for, collection development in individual libraries.

Interlibrary sharing is a mutual relationship. Libraries are strongly encouraged to supply materials as freely as they request materials.

An interlibrary loan transaction represents a contract between two libraries. Each library should have an interlibrary loan policy statement available.

## Responsibilities of Borrowing Libraries

- A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Materials requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is not recurring demand or to supplement the borrowing library's item currently in circulation.
- B. Borrowing libraries should make every effort to exhaust their own sources before resorting to interlibrary loans.
- C. The library staff should be familiar with, and use, relevant interlibrary loan documents and aids.
- D. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy. Members of the borrowing library's clientele should be eligible for interlibrary loan.
- E. The borrowing library is responsible for compliance with the copyright law (Title 17 U.S. Code) <http://www.copyright.gov/> and accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.
- F. In order to spread the load, the requesting library should avoid sending the burden of its requests to a few libraries. It is also the responsibility of each library to determine known locations for the requested material.
- G. Indicate what the library or patron is willing to pay for the desired item. Set limits in writing before sending the request. If the library does not want to pay for an item fill in the "Maximum willing to pay" or "cost does not exceed \$" with "0" or "free". Check the library's lending policy and fees.
- H. Requesting libraries that need materials sent "Rush" should check for the library's rush policy and fees.
- I. Borrowed materials are the responsibility of the requesting library from the time the material leaves the lending library until it is returned to and received by the lending library. The borrowing library is responsible for packaging the materials so as to ensure return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preferences of the lending library.
- J. The borrowing library and its users must comply with the conditions of loan established by the lending library. This includes the observation of dates and duration of loans, recall notices, fees (if applicable), and special handling provisions. If allowed, renewals should be requested prior to the due date. The borrowing library should convey these conditions to library users. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it complies with the copyright law and no damage to the original volume will result.
- K. The borrowing library should encourage library users to travel to other libraries for onsite access to material when extensive use of a collection is required or the nature of the material requires special handling.

## **Responsibilities of Lending Libraries**

- A. The decision to loan material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interest of its primary clientele.
- B. The interlibrary loan policy should be clear and made available.
- C. The lending library should process requests promptly and respond to the interlibrary loan request within two working days. If the library is the only library or the last library and the item requested would be available before the date needed then send a response to the borrowing library about the future use. If the library is unable to fill a RUSH request, the lender should respond within 24 hours.
- D. Inform borrowing library and get authorization before processing request(s) that have use restrictions. Review requests to determine authorized costs and do not exceed established limits set by the borrowing library
- E. The lending library shall indicate the loan period and any special handling or use restrictions.
- F. Make sure materials are clearly marked with ownership marking so the borrowing library can return them to the correct library.
- G. The lending library shall send a copy of the original request along with a mailing label with any materials loaned.
- H. Renewal requests should be processed promptly and a response sent within two working days. If the lending library does not respond, it will be assumed that renewal for the same period as the original loan is granted.

## **Fees**

- A. It is the responsibility of the lending library to absorb nominal costs of postage and insurance for loans to other Idaho libraries. The borrowing library assumes the costs of return postage and insurance.
- B. Idaho libraries may not charge service or delivery fees for loans to other Idaho libraries, unless it is a special handling or RUSH request. In such cases, the lending library should notify the borrowing library if such charges exceed established limits.
- C. Libraries are encouraged, but not mandated, to absorb the costs of providing photocopy service where possible. However, loan requests that result in a non-returnable product, such as a photocopy, may be assessed a charge for cost recovery.
- D. Libraries may not charge overdue fines to other libraries.

## **Violation of the Guidelines**

Each library is responsible for maintaining the provisions of the Interlibrary Sharing Guidelines in good faith.

- A. Should a violation occur, the following procedures should be followed:

1. The lending/requesting library is responsible for informing the requesting/lending library of any failure to observe the provisions of this code.
2. Every effort should be made to educate the lending/requesting library staff of existing policies, procedures, and the Interlibrary Sharing Guidelines. If necessary, a library may suspend service to a library that disregards the policies. Such action requires written notification to the director of the suspended library, specifying the terms and duration of the suspension.
3. The lending/requesting library is also responsible for reviewing ongoing circumstances and for reinstatement of borrowing privileges. These should be done on a timely basis. The lending/requesting library should provide written notification of this action to the suspended library.

B. Should violations continue, the following procedures should be followed:

1. Should a library continue to commit borrowing/lending violations, the other library or libraries may request the assistance of the Idaho State Library to facilitate discussion. The request must be written and a copy should go to the library allegedly committing the violations as well as the ISL.
2. Idaho State Library staff should be available to help facilitate a mutually agreed resolution of the issue.

## Glossary

**Interlibrary loan** – A transaction in which one library borrows materials from another library. The libraries involved are not under the same administration.

**Intra-library loan** – Materials loaned among libraries within one larger organization or cooperative network.

**Non-returnables** – Materials that the supplier/lending library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished reports and/or departmental working papers.

**OCLC** – Online Computer Library Center. A worldwide library cooperative providing services to locate, acquire, catalog, lend and preserve library materials.

**Reciprocal borrowing** – A form of reciprocal access in which a patron of one library system is permitted borrowing privileges at another participating library.

**Resource sharing** – Any cooperative library service in which two or more libraries share materials, staff, access or other services to better serve their clientele.

**Returnables** – Materials that the supplier/lending library expects to have returned. Examples of returnable include books, dissertations, microfilm reels, sound recordings and audiovisual materials.

**Verification** – The process by which a library determines the accuracy of information.

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