



**SUBJECT: RESOURCE SHARING (INTERLOAN) POLICY**

**Policy No: 2016-18**

**Date: October 17, 2016**

**Review Date: October 2020**

**Number of Pages: 4**

---

**PURPOSE:**

The Resource Sharing (Interloan) Policy outlines the Innisfil Public Library Board's commitment to the Information Network for Ontario (*INFO*) both as a borrower and a lender, for the purpose of sharing resources with other public libraries, mainly in Ontario

**POLICY:**

**General**

The Library recognizes that cooperation across library systems is essential to the efficient provision of the information needs of library customers. In view of this, the Library offers full participation in *INFO* as its resources allow.

**Application**

This policy applies to the Library as a participant in the *INFO* Resource Sharing Network, in accordance with its policies and standards.

**Definitions**

***INFO*** (*Information Network for Ontario*) connects web-based interlibrary loan management software (VDX) with the catalogues of public libraries across the province. *INFO* users can also access non-public library resources such as *Archives of Ontario* and public and non-public libraries across Canada.

***SOLS*** (*Southern Ontario Library Service*) is mandated to deliver programmes and services, such as *INFO*, on behalf of the *Ontario Minister of Tourism, Culture and Sport*.

## **Guidelines**

### ***Types of Material***

Most types of materials, at all intellectual levels, will be loaned to requesting libraries. However, the following materials may be restricted to “in-library use” or may not be available for Interloan purposes:

- Rare, fragile and/or valuable books or materials, for example: Local History materials, limited editions;
- Books in current and/or recurring demand, for example: bestsellers, course and project materials;
- Current editions of standard reference materials where the information is not otherwise readily available in other resources;
- Materials of an unsuitable format for Interlibrary Loan, for example: loose-leaf guides and manuals, oversize materials, pop-up books, books with loose inserts;
- Entire periodicals;
- DVDs, compact discs, language learning tapes, videos;

Each Interloan request will be considered on an individual basis.

### ***Number of Requests per Customer***

While there is no maximum number, borrowing libraries are requested to monitor the number of requests in the system for a customer.

### ***Response to Requests***

The Library will respond to requests from other network participants within the time limit specified in the network standards. All shipped items will be packaged to provide adequate protection (i.e. padded bags).

### ***Loan Period***

The loan period for each item will be clearly identified and any restrictions, for example “in-library use only” will be clearly noted by the lending library.

- Renewals may be requested. Each request for renewal will be considered on an individual basis. Materials are subject to recall at any time.
- Where damaged and/or materials in poor condition are loaned, their condition will be noted on the Interloan slip.
- It is the borrowing library’s responsibility to ensure that material is returned to the lending library at the end of the loan period.

### ***Receipt of Materials***

Loaning libraries must clearly note any restrictions or special instructions for use, handling and shipping.

### ***Return of Materials***

All returned materials will be checked against any note of condition, to ensure that they have not been damaged.

### ***Non-receipt of Materials***

It is the borrowing library's responsibility to check for the arrival of requested materials.

### ***Lost or Damaged Materials***

Materials lost or damaged will be invoiced at a level set by the Innisfil Public Library Board. Charges for lost or damaged materials will include replacement, processing and service charges.

Once an Interloan request has been shipped it is the borrowing library's responsibility until the material is checked back in by the loaning library, regardless of the method of shipment.

### ***Damage***

The borrowing library is responsible for any damage to the loaned materials.

### ***Service, Fax and Photocopying Charges***

Photocopying, faxing, printing and any other "value added" service performed as a part of the Interloan transaction will be provided on a cost recovery basis only and is subject to all copyright legislation.

Borrowing libraries that authorize "value added" services are responsible for any service, fax, photocopy or printing charges incurred through an Interloan transaction.

### ***Service Commitment***

As a member of the Interlibrary Loan Network, The Library will:

- Promote awareness of the capabilities of network service to Innisfil ideaLAB & Library customers and residents of the Town of Innisfil;
- Integrate resource sharing services and capabilities into reference and information service in order to ensure the local collection is fully utilized;
- Agree to share their own materials or other resources and information requested through the network;
- Allow access to up-to-date holdings information to a regional or provincial database system (i.e. *INFO*);
- Adhere to Interlibrary Loan practices consistent with the Network Participation Policies and Schedules adopted by *SOLS*;
- Create internal policies and procedures for the purpose of guiding and facilitating participation in 'resource sharing' through *INFO*;
- Provide access to the collections of other libraries, and the resources of municipal, cultural and community agencies as well as private sector information through being an entry point to the province-wide information system;
- Offer Interlibrary Loan service only to users in good standing;

- Retain the right to refuse Interlibrary Loan service to libraries who fail to comply with Interlibrary Loan policies and procedures adopted by *SOLS* and the Province as *INFO Resource Sharing Network Participation Policies and Standards*.

Approved by the Innisfil Public Library Board, October 17, 2016  
Motion Number: 2016.82

Supersedes Policy #2013-12, approved September 16, 2013, Motion #2013.80;  
& Policy #2010-01, approved March 20, 2006. Motion #2006.25; &  
Policy #2001-24, approved February 16, 2010, Motion #2010.16.