



SUBJECT: RESOURCE SHARING (INTERLOAN) POLICY

Policy No: 2024-15

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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, and to members who use the service

Definitions

INFO (*Information Network for Ontario*) connects web-based inter-library 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.

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

Guidelines

Types of Material

Print material in a variety of formats, including audiobooks may be loaned. 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 Inter-library Loan, for example: loose-leaf guides and manuals, oversize materials, pop-up books, books with loose inserts
- Entire periodicals
- DVDs, Blu-rays, video games
- Each Inter-loan request will be considered on an individual basis

Number of Requests per Customer

The Library may limit the number of inter-library loan requests both system-wide and by individual members.

Response to Requests

The Library may restrict the number of inter-loan items loaned out to other libraries.

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 envelopes).

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.

- The loan period for Library members is 3 weeks, unless restrictions by the lending library do not allow for this.
- Inter-library loan materials borrowed by Library members cannot be renewed.
- Renewal requests from borrowing libraries 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

The borrowing library is responsible for any damage or loss that occurs while inter-loan materials are in their care or in the possession of their members.

The Library is responsible for paying replacement fees for damaged or lost materials borrowed from participating libraries at the rate set by the loaning library. This fee may be applied to the borrowing member's Library account when materials are damaged or lost.

Likewise, Library materials lost or damaged under the care of borrowing libraries will be invoiced at the rates set in the Library's current Membership & Borrowing Policy. Charges for lost or damaged materials will include replacement, processing and service charges.

Once an Inter-loan request has been shipped, it is the borrowing library's responsibility until the material is checked back in by the loaning library.

Service, Fax and Photocopying Charges

Photocopying, faxing, printing and any other "value added" service performed as a part of the Inter-loan 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 Inter-loan transaction.

Service Commitment

As a member of the Inter-library Loan Network, The Library will:

- 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 Inter-library Loan practices consistent with the Network Participation Policies and Schedules adopted by *OLS*.
- 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 Inter-library Loan service only to users in good standing; retain the right to refuse Inter-library Loan service to libraries who fail to comply with Interlibrary Loan policies and procedures adopted by *OLS* and the Province as *INFO Resource Sharing Network Participation Policies and Standards*.

Approved by the Innisfil Public Library Board, June 24, 2024

Motion Number: 2024.46

Supersedes Policy #2020-14, approved June 15, 2020, Motion #2020.47; and Policy #2016-18, approved October 17, 2016, Motion #2016.82 & 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.