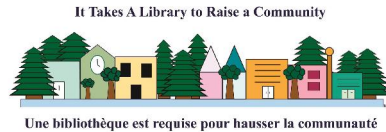

Wawa Public Library



Policy Type: **OPERATIONAL**

Policy Number: **OP-02**

Policy Title: **Resource Sharing
(Inter Library Loans)**

Initial Policy Approval Date: Mar.16/05
Last Review/Revision Date: Feb. 20/19
Policy review date: February 2023

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 Wawa 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.

1. The library will participate in resource sharing opportunities by:
 - a) joining collaborative initiatives such as material pools, and 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

2. Interlibrary loan is a transaction in which the Wawa Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Wawa 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 via interlibrary loan
 - j) consult with users in advance regarding fees charged by lending libraries, ie: research materials
 - k) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan

OP-02 - Resource Sharing (continued)

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. equipment
 - ii. materials limited by licensing agreements
 - iii. materials designated as non-circulating
 - b) reserve the right to refuse to lend other materials such as items not owned by the Wawa Public Library, ie. "Pool Items"
 - c) respond to requests within two (2) days
 - d) circulate items for a longer period of time than regular circulation as determined by the Assistant Librarian
 - e) grant renewals unless the material is needed for another user of the library
 - f) charge for overdue, damaged or lost materials based on the Wawa Public Library Circulation Policy.

When the Wawa Public Library receives a request to borrow materials from another library, the Wawa Public Library will make every effort to supply the requested material to the requesting library. **Accurate request forms** shall be kept by the library staff.

Accurate records shall be kept by the **Assistant Librarian** of the following:

- a) requests for materials from other libraries
- b) materials which have been loaned to other libraries
- c) the date on which such materials are due back to our library
- d) the date on which materials are returned to our library
- e) all interlibrary loan materials must be returned to the Wawa Public Library
- f) materials loaned to other libraries will be subject to the Wawa Public Library's rules regarding overdue fines and lost or damaged materials
- g) any requesting library which shows repeated disregard for the rules concerning the borrowing of interlibrary loan materials may be denied this privilege