

## Orleans/Niagara BOCES School Library System Interlibrary Loan Policy

### I. Definition

An interlibrary loan is a transaction in which library materials or copies of the material, or resources are made available by one library to another library.

### II. Purpose

The purpose of interlibrary loan, as defined herein, is to provide access to library resources not available in the user's library. Materials may be borrowed for student research, professional research, and recreational use or as an aid in the selection of materials for member libraries.

### III. Scope

- A. A print or non-print resource, or a copy of a print resource may be requested from another library through the Orleans/Niagara BOCES School Library System in accordance with the lending policy established by the owning library.
- B. The following types of materials will ordinarily not be loaned: but could be available for on-site access providing arrangements have been made in advance:
  - 1. Rare, unique or valuable materials which would be difficult or impossible to replace;
  - 2. Bulky or fragile items which would create shipping problems;
  - 3. Resources in demand at the lending library;
  - 4. Reference books and other resources that ordinarily do not circulate;
  - 5. Computer software, DVDs and video tapes will not be available for loan;
- C. Multiple Copy Requests are permitted.
- D. It is the discretion of the individual library media specialist as to whether or not an item(s) will be loaned.
- E. The loaning library media center may request that certain loaned materials be used only in the borrower's library media center under staff supervision.
- F. Requests submitted to the Nioga Library System should be sent through the School Library System or a local member public library.

### IV. Copyright Compliance

- A. The Copyright Law, as it applies to libraries, shall be adhered to at all times.

V. Responsibility of the Borrowing Library

- A. The borrowing library and its users must comply with the conditions established by the lending library.
- B. Financial Responsibility
  - a. The borrower will cover the cost of any damages to borrowed materials: with cost being determined by the loaning library.
  - b. All materials lost will be paid for or replaced by the borrower; whichever the loaning library desires.
  - c. The borrowing library will be responsible if the borrower neglects his/her financial responsibilities as specified in V.B. a & b.

VI. Responsibility of the Lending Library

- A. The lending library should respond to all requests as soon as possible.
- B. The lending library will have its distributed material(s) clearly marked as to its ownership.
- C. The lending library will assess replacement or damage charges.

VII. Responsibility of the Orleans/Niagara BOCES School Library System

- A. The Orleans/Niagara BOCES existing delivery system will be used to transport interlibrary loan materials.
- B. Financial responsibility will be assumed for any item(s) lost or damaged in transit.
- C. Financial responsibility will be assumed to cover the charges that any participant incurs for damage or loss of borrowed material(s) if and only if the participant is unable to pay.
- D. Assist in the resolution of any conflict that arises between participants involved in the interlibrary loan of materials.
- E. Avoid concentrating the burden of requests on a few libraries.

IX. Duration of Loan

- A. The length of the loan will be one month.
- B. An attempt should be made to return periodicals within two weeks.
- C. The lending library reserves the right to recall or renew any loaned materials at any time.

X. Violation and Policy Review

Continued disregard of any provisions of this policy is sufficient reason for the suspension of a school's interlibrary borrowing privileges.

This policy will be reviewed annually and revised as needed by the Orleans/Niagara BOCES School Library System.

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