

# MOORESVILLE PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

## Principles

Interlibrary loan is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, including its own collection, Evergreen Indiana and SCRS where possible, before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase.

The library will keep its interlibrary loan policy up to date and make it available to users and other libraries upon request.

## Definition

Interlibrary loan is a transaction in which this library borrows materials directly from another library on behalf of a patron, or another library borrows materials from this library on behalf of its patron.

## Conditions of Service

The library endorses the principles relating to interlibrary loan included in the Indiana Library Resource Sharing Policy, the ALA Interlibrary Loan Code, the U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

## Interlibrary Borrowing

Users: This service is offered to cardholding patrons of the Mooresville Public Library, in good standing.

Types of materials borrowed: Interlibrary loan is an integral element in collection development. The interlibrary loan staff will request materials not owned by the library and temporarily in use; electronic full-text information available to the library; materials on reserve in the library

How to submit a request: Requests may be placed at the circulation desk, over the phone, or on interlibrary loan forms. Requests for photocopies must include indication of compliance with the U.S. Copyright Law. CCG used if material is within five years of today's date.

Turnaround time: Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library. Patrons will be notified via a phone call or postcard when the requested materials arrive at the Mooresville Public Library. Patrons will be notified when the requested materials come back to this library unfilled.

### Interlibrary Borrowing (continued)

Conditions of use: The library will strictly observe the conditions for use of loaned materials that are imposed by a lending library.

(Approved April 6, 1998)

Charges: The library will not pay borrowing charges. If costs are expected, patrons will be consulted about their willingness to pay these expenses before the materials are borrowed. Expected charges will be for photocopying, mailing costs, etc.

Responsibility: The library will endeavor to collect any charges for overdue materials, loss or damage from the user who received the materials. The library will be responsible for materials borrowed on behalf of its users, from the time the material leaves the lending library until it is returned there. The library agrees to pay for overdue charges, damage, of loss of materials borrowed on interlibrary loan.

Statistics: The library will maintain records of transactions in order to inform users of the status of their requests and will annually report activity as required for those libraries that report to the Indiana State Library.

### Interlibrary Lending

Users: This service is offered to other libraries which abide by the conditions set forth in "Conditions of Service" above.

Materials available: The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions:

Materials limited by licensing agreements...

Video or audio cassettes

Lending priorities are based on the library's consortial arrangements...

The library also reserves the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent.

Format for requests: Requests to borrow materials from the library are accepted via: OCLC, fax, ALA form, e-mail, phone...Rush requests are accommodated as time and staffing permit.

Turnaround: The library will provide speedy turnaround on most requests, usually responding within two days.

Circulation period: The circulation period for items lent on interlibrary loan will be the same as that for regular circulation. Items are due at the borrowing library on that date and will not be considered overdue at the lending library for two weeks after the due date. Renewals are not generally issued. If a renewal is needed the lending library will look at each case on an individual basis. Requests for renewals may be denied at any time.

Charges: The library will not charge for lending materials, except for insurance, photocopy fax, or mailing costs, if any. The library will charge the borrowing library for materials that are overdue, damaged, or lost on interlibrary loan.

## **PATRONS USE OF INTERLIBRARY LOAN**

On behalf of patrons with a Mooresville Public Library card, the Mooresville Public Library will attempt to borrow books and other available materials from other libraries both in Indiana and out of state.

The following list a list of criteria that the Mooresville Public Library will use when interlibrary loan requests are received. This list may be added to at any time.

1. The patron must be in good standing at the Mooresville Public Library.
2. The patron can request up to three items at a time.
3. All materials must be returned to the Mooresville Public Library on the due date placed in the book. The patron could be subjected to late fees if the lending library charges any fines.
4. Interlibrary loan materials are not able to be renewed.
5. The patron is responsible for replacing any lost or damaged materials. The charges will be set by the lending library.
6. Interlibrary loans are a privilege--not a right, and patrons may lose this privilege.
7. The Mooresville Public Library can request videos or audio cassettes from other libraries (Revised August 4, 2003).
8. If the staff receives a large number of interlibrary loan requests from one patron, they will suggest the patron purchase a state wide PLAC card.

# Indiana SHARE Requirements

Effective 1 July 2017

Requirements for NEW INDIANA-SHARE members:

- Indiana-based public libraries (limited to one location per institution), school (K-12) libraries, or special libraries.
- Participants must subscribe to at least one-day a week service to INfo Express
- Participants must not be using any other automated ILL system (e.g. Docline, OCLC ILL)

Requirements for Existing INDIANA-SHARE members and for libraries needing service for more than two (2) years:

- Libraries are encouraged to have a plan in place to become self-sufficient for resource sharing.
- For existing Indiana SHARE members, years will be measured from July 1, 2016.
- Starting July 1, 2017, participants will be billed \$5 per request on a quarterly basis for the cost of each Indiana SHARE request submitted which is over their borrowing limits threshold.
- Libraries participating in Indiana SHARE agree that they will NOT charge back to the user for the cost of the service.
- The presence of any charges for interlibrary loan service, other than reimbursement for actual direct photocopy and postage costs by any Indiana SHARE member is cause for immediate dismissal from the program.
- Libraries that end subscriptions to an automated ILL system and/or OCLC cataloging in order to join Indiana SHARE will be expected to share the costs of the program by paying a minimum of \$5 for each request submitted.

Borrowing Limits:

Academic Libraries:

- o Requests will be billed at \$5 for each request submitted.
- o Cost sharing fees will go into effect starting July 1, 2017.

School Libraries [K-12]:

- o Can place up to 250 requests annually without a charge.
- o Requests in excess of that level will be billed at \$5 for each request submitted.
- o Cost sharing fees will go into effect starting July 1, 2017.

Class A Public Libraries:

- o Requests will be billed at \$5 for each request submitted.
- o Cost sharing fees will go into effect starting July 1, 2017.

Class B and C Public Libraries:

- o Can place up to 250 requests annually without a charge.

Pending approval by ILHB 18 April 2016

- o Requests in excess of that level will be billed at \$5 for each request submitted.
- o Cost sharing fees will go into effect starting July 1, 2017.

Out of Standards Public Libraries:

- o Requests will be billed at the rate of \$5 for each request submitted.
- o Cost sharing fees will go into effect immediately upon being found out of standards.

Corporate / Corporate / For-Profit Libraries:

- o Requests will be billed at \$5 for each request submitted.
- o Cost sharing fees will go into effect starting July 1, 2017.

Institutional / Governmental Libraries: [Approved]

- o Can place up to 250 requests annually without a charge.
- o Requests in excess of that level will be billed at \$5 for each request submitted.
- o Cost sharing fees will go into effect starting July 1, 2017.

Note: Book Club requests (requests for multiple copies of the same book, placed at the same time) will be counted as a single request, not as individual requests.

The borrowing thresholds and costs will be reviewed and revised by the State Library, if necessary, every two (2) years.