

## School District of Waupaca

SERIES 300 INSTRUCTION

CODE: 362.1

### INTRALIBRARY LOAN POLICY

#### Definition

Intralibrary loan is a transaction in which library resources or materials, or copies of a material, are loaned by a library of the School District of Waupaca to another library within the same district.

#### Purpose

The purpose of intralibrary loan is to offer an alternative approach to meet the information needs of library patrons by providing access to the library resources of other libraries of the School District of Waupaca that are not presently available at the patron's home library.

#### Scope

- Although materials will be made available to other school libraries within the district, the patrons' informational needs for each individual library must be considered as first priorities.
- The following types of materials will ordinarily not be loaned:
  - Rare, unique or valuable materials which would be difficult or impossible to replace
  - Resources in demand at the lending library
  - Any materials or resources that ordinarily do not circulate
  - Computer software
  - VHS tapes, DVDs, and CDs.
- All materials will be handled in compliance with current copyright regulations.
- It is at the discretion of the individual library media specialist as to whether or not an item will be loaned.
- Libraries shall make every effort to exhaust their own resources before resorting to intralibrary loans.

### Responsibility of the Borrowing Library

- The borrowing library and its users must comply with the conditions established by the lending library, and will be financially responsible for lost or damaged items.
- Staff may request materials through intralibrary loan at any time through their librarian.
- Students in grades K - 5 may not request items through intralibrary loan except under the direct supervision of the classroom teacher or the library media specialist who will assume responsibility for the safe and timely return of the loaned items. Items borrowed for K-5 students will not leave the school grounds.
- Students in grades 6 - 12 may request loan materials for the purpose of educational research under the supervision of an instructor or library media specialist. The librarian will handle all requests. The student to whom the item is loaned will assume full responsibility for the safe and timely return of the loaned items.

### Responsibility of the Lending Library

- Respond to all requests as soon as possible.
- Have its distributed materials clearly marked as to ownership.
- Assess replacement or damage charges.

### Duration of the Loan

The length of the loan will be no longer than one month. The lending library reserves the right to recall or renew any loaned materials at any time.

**ADOPTED:** 051005

**REVISED:**

**REVIEWED:**

**LEGAL REFERENCE:**

**CONTRACT REFERENCE:**

**CROSS REFERENCE:**

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.