

## School District of Waupaca

SERIES 300 INSTRUCTION

CODE: 362.2

### Interlibrary Loan Policy

#### Definition

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

#### Purpose

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

#### Scope

- Only those libraries of the Waupaca Public School District who subscribe to WISCAT will participate in interlibrary loan.
- Libraries of the School District of Waupaca will participate in interlibrary loan only through the means of WISCAT. Those libraries not subscribed to WISCAT should advise patrons to seek the services of the area public library.
- Although materials will be made available to other libraries, the needs of the Waupaca School District 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 loaning 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 interlibrary 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.

### 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.