

INTERLIBRARY LOAN (Resource Sharing)

The purpose of interlibrary loan is to lend school library media center material or a copy of the material to another library or patron of another library media center for a specified period of time. It is a transaction in which library materials are shared because they are not available in one's local library media center. Resource sharing among the library media centers within the School District of New Berlin is facilitated through inter-school mail.

Responsibilities of the Lending Library Media Center (LMC)

1. The lending library media center (LMC) will decide if a resource is eligible for interlibrary loan. Although materials may be requested on loan from the LMC, the individual LMC retains the privilege of deciding in each case whether a particular item should or should not be loaned. LMC's will not loan:
 - a. Books in current and recurring demand, which have extensive holds and waiting lists at the requested library media center;
 - b. Reference materials, equipment, and licensed computer software;
 - c. Materials on reserve for individual, group or class use.
2. The lending library is encouraged to establish a reasonable loan period for material loaned.
3. Lending libraries will process requests promptly.
4. All libraries are responsible for compliance with all copyright law and its accompanying guidelines.

Responsibilities of the borrowing Library Media Center

1. Borrowing school library media centers and patrons of these centers should make every effort to exhaust their own resources before requesting from another library media center.
2. Borrowing school library media centers and patrons will make every effort to return materials promptly.
3. The borrowing library media center is responsible for the safety of all resources borrowed and must reimburse the loaning library media center for lost or damaged materials.

Adopted: 5/24/04
Revised: 8/29/11