

Policy: Operational - Interlibrary Loan

Department: Library

Effective Date: December 2013

Revision Date: September 2022

Next Year of Review: 2024

Bruce County Public Library (BCPL) connects patrons to a wide variety of collection resources that foster life-long learning. To further enhance access to collections, BCPL participates in the Information Network of Ontario, a provincial network of resource sharing overseen by the Ontario Library Service. Through the INFO database, staff can request materials not held in our own collection for patrons to borrow, as well as make our collection available to other libraries. The process of borrowing and lending materials between library systems is known as Interlibrary Loan (ILLO).

This policy establishes a commitment to resource sharing partnerships.

1. The library will participate in resource sharing opportunities by:

- a) joining the provincial interlibrary loan network
- b) using resource sharing as an adjunct to, not a substitute for, the library's collection
- c) purchasing frequently requested titles
- d) offering provincial interlibrary loan service to users in good standing
- e) adhering to the provincial interlibrary loan policies and participation standards
- f) making its database of holdings available to the provincial interlibrary loan network
- g) promoting awareness of the interlibrary loan service
- h) requesting materials not owned by the library or missing from the library's collection. BCPL will not request items in our collection, including those that are temporarily in use or on reserve.
- i) requesting any type of library materials needed for the purpose of study, instruction, information, recreation, or research
- j) only borrow from libraries that don't charge an administrative or lending fee

- k) strictly observe any conditions for use of loaned materials that are imposed by a lending library
- l) not charge users a fee for borrowing via interlibrary loan
- m) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan. These costs will be added to the borrower's record.

2. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:

- a) make available the broadest range of materials for interlibrary loan with the following exceptions:
 - i. recently published materials and bestsellers
 - ii. equipment
 - iii. materials limited by licensing agreements
 - iv. materials designated as non-circulating
 - v. magazines/periodicals
 - vi. lendable technology
- b) reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
- c) respond to requests within 3 business days or as soon as possible
- d) circulate items as per the loan period set by the lending institution
- e) grant renewals unless the material is needed for another user of the library
- f) charge for overdue, damaged or lost materials based on the Bruce County Public Library Circulation Policy

4. Bruce County Public Library reserves the right to:

- a) limit the number of concurrent requests from patrons

Related Documents

INFO (Information Network of Ontario) Resource Sharing Network Participation Policies and Standards
Bruce County Public Library. OP Circulation Policy