



Leeds and the Thousand Islands Public Library Board

Policy

SECTION: OPERATIONAL	NO: OP-12
TITLE: Resource Sharing	Date: September 2022
	Next Review Date: September 2025

1.0 Policy Statement

- 1.1 The Leeds and the Thousand Islands Public Library Board recognizes the value of resource sharing through the provincial interlibrary loan network as a primary service that supports the mission of our library by providing increased access to library materials and information. This policy outlines our commitment to resource sharing partnerships.
- 1.2 The Leeds and the Thousand Islands Public Library will make its collection available to other libraries through the interlibrary loan network, and will facilitate access to collections available through interlibrary loan to our patrons.

2.0 Scope of the Policy

- 2.1 The Leeds and the Thousand Islands Public Library may participate in resource sharing opportunities by:
 - 2.1.1 Joining shared rotating collection pools
 - 2.1.2 Participating in the provincial interlibrary loan network
 - 2.1.3 Participating in shared digital collections, such as the Ontario Download Centre consortium
 - 2.1.4 Participating in joint purchasing initiatives
- 2.2 The Leeds and the Thousand Islands Public Library acknowledges that resource sharing initiatives are intended to enhance the library's collection, and that resource sharing is not a substitution for ongoing collection development.

3.0 Interlibrary Loan Borrowing Guidelines

- 3.1 Interlibrary loan is a transaction in which the Leeds and the Thousand Islands Public Library borrows materials directly from another library on behalf of patrons, or in which the Leeds and the Thousand Islands Public Library loans material to another library on behalf of their patrons through the INFO (Information Network for Ontario) system.

- 3.2 In accordance with the guidelines set by the Information Network for Ontario, the library will:
- 3.2.1 adhere to the provincial interlibrary loan policies and participation standards.
 - 3.2.2 make its database of holdings available to the provincial interlibrary loan network
 - 3.2.3 offer interlibrary loan service only to patrons in good standing
 - 3.2.4 strictly observe the conditions for use of loaned materials that are imposed by a lending library
 - 3.2.5 not charge users a fee for borrowing via interlibrary loan
 - 3.2.6 consult with users in advance regarding fees charged by lending libraries
 - 3.2.7 be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage or loss of materials borrowed on interlibrary loan.
- 3.3 In acknowledgement of the role of the interlibrary loan service in enhancing local collections, but not replacing local collection development, the library will follow the following standards for requesting material:
- 3.3.1 The Library will consider purchasing for the frequently requested or in demand titles for the local collection.
 - 3.3.2 The Library will not request new release material within 6 months of publication/release.
 - 3.3.3 The Library will only request materials that is not available in the Library collection (unowned or lost/missing), unless multiple copies are required to support the library's book clubs or other book-based programming.
 - 3.3.4 The Library will not request copies of titles that are in the library's collection but checked out or on hold for a patron. In this case the requesting patron will be added to the hold list for the Library's copy of the item.
 - 3.3.5 The Library will not request items for which it is not a lender including DVD/Bluray material, music and audiobooks on CD, and physical copies of magazines and newspapers

4.0 Interlibrary Loan Lending Guidelines

- 4.1 Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards.
- 4.2 The Leeds and the Thousand Islands Public Library will make available a broad range of materials for interlibrary loan with the following exceptions:
 - 4.2.1 equipment,
 - 4.2.2 materials limited by licensing agreements,
 - 4.2.3 materials designated as non-circulating,
 - 4.2.4 new material less than six months old
 - 4.2.5 DVD/Bluray and CD material.
- 4.3 The Library reserves the right to refuse to lend other materials or to ask a borrowing library to restrict use of material lent.
- 4.4 The Library will endeavor to respond to requests within three days.
- 4.5 The Library will grant renewals unless the material is reserved for another use.

4.6 The Library will charge for damaged or lost materials as per on the Circulation Policy (OP-01).

Related Documents

Leeds and the Thousand Islands Public Library, OP-01 Circulation Policy

INFO (Information Network for Ontario) Participation Policies and Standards

History			
Approval Date:	September 21, 2022	Approved by:	B. Lolley
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