

# INTERLIBRARY LOAN

## NORTHSIDE I.S.D.

Resource sharing is essential to the vitality of the school library media center, as a means of expanding the range of materials available to users. All Northside libraries will participate in Interlibrary Loan (ILL) with each other. Loans will be made when the librarian or assistant (as designee) from the borrowing library emails or calls the lending library. Items will be sent and returned via district pony.

### WorkFlows Steps for Interlibrary Loan:

Lending Library charges to ILL\_\_\_ (Borrowing Library ILL user)

Lending Library ponies/ transports item to Borrowing Library

Borrowing Library discharges item

Borrowing Library charges to patron

Borrowing Library discharges from patron

Borrowing Library ponies back to Lending Library

Lending Library discharges item and shelves

You can find the ILL user for any library by typing ILL\_\_\_ and use their campus code or search under campus name the way it is entered in SIRSI under display user. For example, do a display user for NEFF-M and all their Library Users will pop up. You can then choose the ILL user.

### Lending Library Responsibilities

- The lending library will determine what items, if any, it will/will not loan. For example, if you know that next week the 2nd grade is studying oceans, you may decide not to loan any materials on oceans until after that curricular need is met on your own campus first.
- The lending library cannot determine to whom the borrowing library circulates material. In other words, if the borrowing library circulates to the community, it may do so with the borrowed item.
- The lending library may stipulate that **reference or audio visual material** that is for “in library use only” at the lending library also be for “in library use only” at the borrowing library.
- The lending library will send overdue notices to the borrowing librarian in the same manner as to their own students and teachers.
- The lending library will send a bill to the borrowing library’s librarian for the item if it is not returned in the same manner as they do to their own students and teachers.

### Borrowing Library Responsibilities

- Care should be taken not to borrow items in current and recurring demand such as holiday or award books, etc.
- The borrowing library will honor “in library use only” stipulations made by the lending library, for **reference or audio visual material**.
- The borrowing library will monitor carefully the due dates of borrowed materials, making every attempt to return items promptly.
- The borrowing library will make an effort to collect for the loss of the borrowed item from the person who checked it out.
- The borrowing library will be responsible to the lending library for replacement of lost or damaged items.
- The borrowing library will apply the same rules and policies to the circulation of borrowed items as like items it owns, unless “in library use only” (**reference or audio visual material**) was specified, which would supercede borrowing library policy.