

**SCHOOL DISTRICT OF ATHENS  
INTERLIBRARY LOAN**

#362.1

Adopted: 5/12/04      Revised: 4/27/15

The Board of Education of the Athens School District recognizes these facts in the area of resource sharing:

- No single school library media center can provide for all the information needs of all the students and staff
- School library media centers can provide materials, services, and human resources of value to other libraries
- Interlibrary borrowing does not relieve any library of the responsibility for developing its own collection

Therefore, the Athens School District shall participate in mutual resource sharing in the area and state. It shall further be the policy of the Board of Education that interlibrary loans shall be provided to all media center patrons regardless of age.

Borrowing

The information and technology literacy center (also known as the school library) shall provide resources to meet the needs of students and staff members. Materials borrowed from another library shall be limited to those items that conform to the district's materials selection policy and established selection procedures.

In borrowing from other libraries, the District shall:

- Provide interlibrary loan services to students and staff.
- Make resources available to students and staff through WISCAT, the statewide online Wisconsin Catalog, CESA, and other agencies.
- Exhaust the district's resources before making a loan request.
- Be in compliance with copyright laws and fair use guidelines.
- Ensure that all items are returned to lending libraries on time and in good condition.
- Adhere to any restrictions that the lending library places on the use of their materials.
- Make it understood that individuals who lose or damage ILL materials, or who incur late charges from the lending libraries, are liable for all costs.
- Understand that requests for books may take up to two weeks or longer.

Lending

The District shall lend materials to all libraries that participate in the Wisconsin Interlibrary Loan Program. Each loan shall be made at the discretion of the lending library with the understanding that the needs of District students and staff will take precedence. All copyright laws and fair use guidelines shall be strictly followed. In lending to other libraries, the District shall:

- Loan all fiction, non-fiction, and paperback books.
- Not check out non-circulating materials such as software, media, reference and professional books, and reserve items.

- Promptly send materials directly to the library or school making the request or notify them if the material is not available.

The borrowing library and its user must comply with the conditions of loan established by the lending library.

- The borrowing library/user is responsible for any cost incurred for damaged or lost material.
- The borrowing library must return materials in a timely manner.

The safety of borrowed materials is the responsibility of the borrowing library from the time the materials leave the lending library until they are returned and in possession of the lending library. The borrowing library is responsible for packing the materials to ensure that they are returned in good condition or pay all the costs of replacement or repair.

LEGAL REFERENCE:       Section       §43.72 (3)       Wisconsin Statutes