

**Policy Number:**

**362.1**

**Title:**

**Interlibrary Loan**

The District's library media centers may participate in reciprocal resource sharing with other school and public libraries through interlibrary loan. Resource sharing is defined as lending school library media center materials for a specified period of time in response to a request that is submitted by another library, which may in turn loan the materials for use by a staff member, student, or other patron. The purpose of resource sharing is to obtain access to materials not available in one's local library media center. However, interlibrary loan activities are not intended as a replacement for library media center collection development.

Except as otherwise restricted by this authorizing policy, individual libraries, including the District's library media centers, have discretion as to whether a particular resource should or should not be loaned when it is requested through interlibrary loan. The following restrictions apply:

1. Without obtaining the advance written permission of the District Administrator or building principal that is based on exceptional circumstances, the District's library media centers will **not** loan:

- books in current and recurring demand, such as books which have holds and/or waiting lists at the library media center;
- reference materials not ordinarily circulated outside of the library media center to students/patrons;
- classroom instructional materials that are stored/maintained in the library media center but that are not ordinarily circulated to students/patrons;
- materials currently on reserve for group or class use in the District; and
- non-print materials.

2. District equipment or supplies that are not in the nature of a specific content resource, including most technology resources, are **not** available for sharing through the interlibrary loan process.

When the District sends materials to another library, the borrowing library is expected to return the materials by the agreed upon due date. In addition, the borrowing library is responsible for the costs of repairing or replacing any lost or damaged items, and for paying all shipping costs unless the District and the borrowing library have reciprocally agreed (for all of their mutual transactions) that

the sender shall pay the shipping costs in each direction. Incidents of late, damaged, or lost items that are not promptly and reasonably resolved by the borrowing library shall be taken into consideration in regard to any future lending requests by that same library.

When a District library requests and receives materials from another library, any student who borrows such materials is personally responsible for the loss, damage, or late return of the materials in accordance with applicable District rules and procedures and any additional restrictions imposed by the lending library.

Whether sending or receiving materials, District officers, employees and agents shall abide by federal copyright law and regulations in connection with interlibrary loan activities, including but not limited to the limitation that District staff shall neither make, distribute, nor request unlawful copies of copyrighted works.

LEG REF: Wisconsin Statutes Section §43.72, §120.12(1), §121.02(1)(h)

Wisconsin Administrative Code PI 8.01(2)(h)

Policy Adopted: April 19, 2023