

## **Topic: Collection Development and Management – Circulation**

### **3.11 Interlibrary Loans**

Board Motion Number:	<b>24.039</b>
Date of Original Board Motion Number:	<b>November 19, 2007</b>
Date of Current Issue:	<b>April 23, 2024</b>
Date of Next Review:	<b>2028</b>
Attachments:	

Signature of Board Chairperson (and Date):

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#### **Policies**

North Kawartha Public Library participates in the Information Network for Ontario (INFO) through its affiliation with the Southern Ontario Library Service (SOLS). Procedures will identify the appropriate circumstances under which loan requests from other institutions will be filled or North Kawartha Public Library patrons' loan requests will be submitted. The North Kawartha Public Library offers Interlibrary Loan service using Canada Post. Although the Canada Post Book Rate is now applicable to other library materials, the North Kawartha Public Library will continue to only request and loan print materials as other items are deemed too fragile. Interlibrary Loans may be requested at either branch of the North Kawartha Public Library. Patrons must be in good standing with the North Kawartha Public Library and have a valid library card.

#### **Procedures**

Interlibrary loan is a transaction in which the North Kawartha Public Library borrows books directly from another library on behalf of a user, or another library borrows materials from the North Kawartha Public Library on behalf of its user through INFO (Information Network for Ontario). The library will:

1. Adhere to the provincial interlibrary loan policies and participation standards. See Related Documents.
2. Make its database of holdings available to the provincial interlibrary loan network.
3. Promote awareness of the interlibrary loan service
4. Request books not owned by the library or missing from the library's collection.

5. Not request items owned by the library and temporarily in use or on reserve.
6. Support the library's book clubs by requesting multiple copies of a book even if the library already owns a copy.
7. Strictly observe any conditions for use of loaned materials that are imposed by a lending library.
8. Not charge users a fee for borrowing via interlibrary loan. Exception: If the library lending the material charges. If the lending library charges a fee the library will not order the material without the permission of the requestor, in which case the charge will be passed along to the patron and must be paid upon receipt of the material.
9. Be responsible to collect from our patrons and forward on their behalf any fees for overdue charges, damage, or loss of books borrowed on interlibrary loan.
10. Use interlibrary loan as an adjunct to, not a substitute for, the library's collection.
11. If possible, purchase frequently requested titles.

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

1. Make available books for interlibrary loan with the following exceptions:
  - a. Reference materials and non-circulating books.
  - b. New books added to the collection in the previous year or books in high demand.
2. Respond to requests within 3 days.
3. Circulate items for a total of six weeks including a four week loan period and two weeks for mailing.
4. Grant renewals unless the material is needed for another user of the library.
5. Give priority to children/young adult books, non-fiction books and book club requests with the exception of bestsellers.

**Related Documents:**

Resource Sharing Network Participation Policies and Standards Link

<https://olservice.ca/interlibrary-loan/interlibrary-loan-resources/interlibrary-loan-policies>