



## BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-06 Title: Interlibrary Loans & Resource Sharing Board Approval Date: September 2023	Category: Operational Policy Replacing: N/A  Year of next review: 2027
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### PURPOSE:

The Bracebridge Library strives to extend the material available to users beyond its own resources by participation in an online Interlibrary Loan (ILLO) system. This policy outlines Bracebridge Library's participation in the Ontario Library Service's INFO Resource Sharing Network.

### POLICY STATEMENT:

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Library provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. Library staff will suggest interlibrary loan service for eligible items when patron requests cannot be filled by the Bracebridge Library.

### Section 1:

1. The library will participate in resource sharing opportunities by:
  - a. joining collaborative initiatives such as the provincial interlibrary loan network.
  - b. using resource sharing as an adjunct to, not a substitute for, the library's collection.
  - c. offering provincial interlibrary loan service to users in good standing.
  
2. Interlibrary loan is a transaction in which the Bracebridge Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Bracebridge Library on behalf of its user through INFO (Information Network for Ontario). The library will:
  - a. adhere to the provincial interlibrary loan policies and participation standards.
  - b. make its database of holdings available to the provincial interlibrary loan network.
  - c. promote awareness of the interlibrary loan service.
  - d. request materials not available within the library's collection.
  - e. request any type of library materials needed for the purpose of study, instruction, information, recreation, or research.
  - f. not request items owned by the library and temporarily in use or on reserve.

- g. support the library's book clubs and other book-based programming by requesting multiple copies of a book when required.
  - h. strictly observe any conditions for use of loaned materials that are imposed by a lending library.
  - i. not charge users a fee for borrowing via interlibrary loan.
  - j. consult with users in advance regarding fees charged by lending libraries (such as replacement or late fees).
  - k. be responsible to the lending library for materials borrowed on behalf of users and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan.
3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:
- a. make available the broadest range of materials for interlibrary loan with the following exceptions:
    - b. equipment,
    - c. materials limited by licensing agreements,
    - d. materials designated as non-circulating,
    - e. lendable technology.
  - f. reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent.
  - g. respond to requests within two (2) business days or as soon as possible.
  - h. circulate items for the same period of time as for regular circulation.
  - i. grant renewals unless the material is needed for another user of the library.
  - j. charge for overdue, damaged or lost materials based on Bracebridge Library Circulation Policies.
4. The Bracebridge Library will make ILLO services available to Library users with borrowing privileges. Bracebridge Library users:
- a. may make ILLO requests with the assistance of Library staff or with patron-initiated interlibrary loan by the Ontario Library Service. Please note: a separate registration is required to make patron-initiated requests.
  - b. may have ILLO items renewed at the discretion of the lending library.
  - c. will be responsible to the Bracebridge Library for fees associated with any ILLO item that is lost or damaged while checked out to their account.
  - d. may borrow ILLO materials for regular Bracebridge Library loan periods unless otherwise stated from the lending library.
  - e. will be able to checkout arrived requested ILLO items with a Bracebridge Library card or photo identification associated with the library account that requested that item.

**Previous Revisions:** OP-06 Interlibrary Loans (October 2022)

**Related Documents:** OP-02: Membership; OP-05: Fines and Fees;