

INTERLIBRARY LOANS

The School District of Brodhead libraries provide a wide range of materials that support and enhance the curriculum, and that reflect the varying needs and interests of its students and faculty. In this information-rich era no school library can afford to be self-sufficient, and a library's ability to provide access to resources beyond its walls is a measure of its success.

For this reason, the School District of Brodhead participates in an interlibrary loan (ILL) program. This program allows students and staff to borrow materials in cooperation with the public library and the South Central Library System.

Borrowing

The School District's libraries will provide resources to meet the needs and interests of its primary users. Material borrowed from other locations will be limited to those items that do not conform to our library's collection development policy, or for which there is no recurring demand.

In borrowing from other libraries, the School District of Brodhead libraries will:

- Provide interlibrary loan services to students and staff alike.
 - Exhaust its own resources before requesting material from other locations.
 - Make every effort to borrow first from the other school libraries, in the District, reserving the South Central Library's collection for the last resort.
 - Comply with the district's copyright policy and to the United States copyright laws when processing all interlibrary loan requests.
 - See that all items are returned to lending libraries on time, and in good condition. Individuals who lose or damage ILL material, or who incur late charges, are individually liable for all such costs.
 - Adhere to any restrictions that the lending library places on the use of their material.
-

When submitting an ILL request, the Library Media Specialist or Library support staff will:

- Keep a record of the date, the title requested, the patron's name, and the patron's library barcode.
- When a request cannot be referred, let the patron know as soon as possible so they may find other resources.
- Keep track of the date they return an item to the source library, in case there is any question about the return of the item later.
- Let the patron know when the due date is on the material. The due date on an interlibrary loan item is the date the item is due back at the source library.
- Collect any charges for overdue materials, loss, or damage from the patron who received the materials. The library will be responsible for materials borrowed on behalf of its patrons. The library agrees to pay for overdue charges, damage, or loss of materials borrowed on interlibrary loan. The school administration may be called upon to assist in collection of these fees, if necessary.
- Make sure that patrons, who through previous ILL experience have demonstrated irresponsible borrowing habits, be denied interlibrary loan services.

LEGAL REF: WI. ST. 121.02 (1) (h), 43.17 (6), 43.60 (1)

Adopted: October 11, 2006

Last Revision: February 27, 2017

Last Review: February 27, 2017
