

RESOURCE SHARING/INTER-LIBRARY LOAN

Resource sharing is defined as lending school library media center material or a copy of the material to another library or patron of another library for a specified period of time. The purpose of resource sharing is to obtain library media material not available in one's local library media center.

School libraries rely on resource sharing and inter-library loan programs:

1. To extend access to information and materials not normally acquired.
2. To support inter-library loan as a concept to foster inter-library cooperation and resource sharing.
3. To extend budget funds as effectively as possible.

At this time, resource sharing is available through a courier service provided by the Cooperative Educational Service Agency (CESA), Appleton Area School District, the public library system, and/or via the United States postal service. Students and staff borrowing through a school library must be enrolled or employed by that school district. Holdings may be accessed via WISCAT, the district union catalog, or the library catalog.

Any type of material may be requested on loan from the school district library media centers. The lending school library has the privilege of deciding in each case whether a particular item is available for loan.

School library media centers ordinarily will not loan the following:

- Library Resources in current and recurring demand which have extensive holds and waiting lists at the requested library media center.
- Reference materials, equipment, and licensed computer software.
- Materials on reserve for individual, group or class use.
- Non-print materials

Borrowers:

- Borrowing school library media centers and patrons of those centers should make every effort to exhaust their own resources before requesting from another library.
- Borrowing school library media centers and patrons will make every effort to return materials promptly.
- All materials borrowed from school district library media centers must be returned by the specified due date.

Lending libraries:

- The decision to loan material is at the discretion of the lending library media center. Each library media center will be as generous as possible with due consideration to the interests of its primary clientele. Lending libraries are not expected to process subject and keyword requests.
- Lending libraries will process requests promptly.
- The lending library is responsible for compliance with all copyright law and its accompanying guidelines.

362.1 (Cont.)

Inter-library loan of resources from the media centers within our district are expected in order to maximize the use of resources, as long as availability of those resources are not compromised at the home site.

The Appleton Area School District shall not discriminate in the resource sharing of library materials on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability.

Cross Reference: Resource Sharing/Inter-Library Loan (Within the District), 362.1-Rule

Legal References: Wisconsin State Statutes 43.72 (1)(2)(3)
Title 17, U.S. Code

Adoption Date: October 10, 2005

**RESOURCE SHARING/INTER-LIBRARY LOAN
(WITHIN THE DISTRICT)**

Procedures

- Inter-library Loan (ILL) requests arrive at each building every morning. It is the responsibility of each site to retrieve the requests and fill the requests in a timely manner.
- ILL requests from students and staff are handled in one of two ways: All requests from students and staff are entered into the ILL system. Intra-building requests are handled first within the building and secondly, entered into the system.
- Elementary students requesting material from a secondary building must complete the Inter-library Loan Parental Permission Slip.
- Videos are loaned for a period of two weeks.
- While all reasonable requests will be honored, Media Specialists may use their discretion to limit requests made on their collection. Examples of limiting may be for the following reasons:
 - Building instructional needs
 - Holiday collections
 - Classroom requests
 - Battle of the Books
 - New books
- Library materials that are lost or damaged are the responsibility of the borrowing school. Payment for the material will be determined by the loaning Media Specialist using established protocols.

Cross Reference: Resource Sharing/Inter-Library Loan, 362.1

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