

## INTERLIBRARY LOAN

The Evansville Community School District may participate in resource sharing with other school and public libraries through interlibrary loan. Resource sharing is defined as lending Library Media Center (LMC) materials for a specified period of time to another library or patron of another library.

The purpose of resource sharing is to obtain materials not available in one's local LMC. This collective sharing of resources enhances the District's capacity to meet the educational needs of administration, faculty, and students.

All types of materials, regardless of format, may be requested on loan from the LMCs. The decision to loan materials is at the discretion of the lending LMC and will be made in a timely manner. The lending library shall determine in each case whether the materials should or should not be loaned. First priority shall be given to the needs of the District's LMC. The Library Media Specialist (LMS) may deny the loan of any material that is available, but determined to be needed by any District student or faculty member in the near future. Loaning of the following items may also be restricted at the discretion of the LMS:

- Books in current and recurring demand with extensive holds and waiting lists;
- Reference materials;
- Materials on reserve for group or class use;
- Non-print materials; or
- Equipment.

Borrowing LMCs shall be responsible for the prepayment of postage or shipping costs. In addition, borrowing LMCs and patrons of these centers will:

- Make every effort to exhaust their own resources before requesting materials from another library;
- Make every effort to return materials promptly by the stipulated due date;
- Return all materials in the same condition as they were loaned;
- Replace or reimburse the loaning LMC for damaged or lost materials.

Interlibrary loan activities shall not be used as a substitute for collection development.

All interlibrary loan activities shall be in compliance with the federal copyright law and guidelines.

Legal Ref.: Sections 43.72(3) Wisconsin Statutes (Library Exchanges)  
120.12(1) (School Board Duties)  
120.13 (School Board Powers)  
121.02(1)(h) (School District Standards)

PI 8.01(2) Wisconsin Administrative Code

Federal Copyright Law (title 17, U.S. Code)

Technology Education and Copyright Harmonization Act (TEACH Act)

Enhancing Education Through Technology Act of 2001 (EETT)