

## Instruction

### Instructional Resources

#### Interlibrary Loan –Resource Sharing

Resourcing 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.

Resource sharing among the District's school library media centers is facilitated by the library media center staff via e-mail, telephone or library automation software and materials are loaned from one District library media center to another.

Individuals from the public must borrow through their local public library and possess a valid library card for that library.

Any type of material may be requested on loan from the school District's library media centers. The lending school library has the responsibility 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
- Reference materials, equipment, and licensed computer software
- Materials on reserve for individual, group, or class use

Borrowers:

- Borrowing school library media centers should make every effort to exhaust their own resources before requesting from another library media center.
- Borrowing school library media centers will make every effort to return materials promptly.
- All materials must be returned in the same condition as which they were loaned or the borrowing library media center must replace or reimburse the loaning library media center for damaged or lost materials.

Lending library media centers:

- The decision to loan material is at the discretion of the lending library media center and will make the decision in a timely manner. The library media center will consider the interests of its primary clientele. Lending library media centers are not expected to process subject and keyword requests.
- The lending library media center is responsible for compliance with all copyright law and its accompanying guidelines.
- Fees may be charged for photocopies for patrons requesting through the public library.

**Policy Approved: June 28, 2010**

**Policy Revised: August 25, 2014**