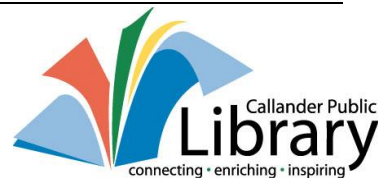

Callander Public Library



Resources Sharing Policy

Policy Type:	Operational	Initial Policy Approval Date:	February 21, 2024
Policy Title:	Resources Sharing	Last Review/Revision Motion:	
Policy Number:	OP-18	Last Review/Revision Date:	
Initial Motion:	2024-02-07	Year of Next Review:	2026

Purpose:

Resource sharing through the provincial interlibrary loan network supports the mission of the library by providing enhanced access to library materials and information. By participating in resources sharing, the Callander Public Library provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries.

Policy Statement:

The Library will participate in resources sharing opportunities by:

1. Joining collaborative initiatives such as material pools, and the provincial interlibrary loan network
2. Using resource sharing as an additional service, rather than a replacement for the library's collection.
3. Offering provincial interlibrary loan service to users in good standing

Interlibrary loan is a transaction in which the Callander Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Callander Public Library on behalf of its members through the province wide interlibrary loan system facilitated by the Ontario Library Service. The library will:

1. adhere to the provincial interlibrary loan policies and participation standards
2. make its database of holdings available to the provincial interlibrary loan network

3. promote awareness of the interlibrary loan service
4. request materials not available within the library's collection
5. request any type of library materials needed for the purpose of study, instruction, information, recreation, or research
6. support the library's book clubs and other book-based programming by requesting multiple copies of a book even if the library already owns a copy
7. strictly observe any conditions for use of loaned materials that are imposed by a lending library
8. Not charge users a fee for borrowing via interlibrary loan
9. Be responsible for materials borrowed on behalf of patrons and pay for any lost or damaged materials borrowed by the Callander Public Library through interlibrary loan
10. Reserve the right limit the number of requests by an individual user

Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:

1. Make available the broadest range of materials for interlibrary loan with the following exceptions:
 - a. Equipment
 - b. Materials limited by licensing agreements
 - c. Materials designated as non-circulating
 - d. Items that require a special loan agreement or items that are considered part of the library's library of things collection, as per the ***Callander Public Library Circulation Policy OP-04***
2. Reserve the right to refuse to lend other materials
3. Ask a borrowing library to restrict the use of materials lent where necessary
4. Respond to requests within four (4) business days as per the ***INFO Resource Sharing Network Participation Policies and Standards - 2020 Update***
5. Circulate items for the same period of time as for regular circulation
6. Grant renewals unless the material is needed for another user of the library
7. Charge for damaged or lost materials based on the ***Callander Public Library Circulation Policy OP-04***

Related Documents:

INFO Resource Sharing Network Participation Policies and Standards - 2020 Update
Callander Public Library Circulation Policy OP-04