

891 Resource Sharing Policy / Inter-Library Loan Policy

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.

At this time, resource sharing is available through a courier service provided by the CESA, School District, and/or public library system or via the United States postal service. Individuals borrowing through the public library system must possess a valid library card from that library system and 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 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.

Borrowers:

- Borrowing school library media centers & patrons of those centers should make every effort to exhaust their own resources before requesting from another library.
- Borrowing school library media centers & 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.