

School District of Manawa

362.1-Rule

Resource Sharing/Interlibrary Loan policy

The purpose of resource sharing is to obtain library media materials not available in one's school library media centers. An interlibrary loan is a transaction in which library materials, or copies of print or other resources, are made available by one library to another upon request. At this time, resource sharing is available through a courier service provided by OWLS (Outagamie-Waupaca Public Library System) and the statewide WISCAT system. Individuals borrowing through the public library system must possess a valid library card from that library system. Holdings may be accessed via the school district's library web page.

Borrowers:

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

Delivery and return of materials shall be the responsibility of the borrower.

The borrowing library is responsible for the safety of all resources borrowed and must reimburse the loaning library for lost or damaged materials.

Interlibrary borrowing does not relieve any library of the responsibility for developing its own collections.

Lenders:

Each loan will be made at the discretion of the lending library, with the understanding that the needs of the Manawa students will take precedence. The lending library will decide if a resource is eligible for interlibrary loan and will determine the lending period.

Lending libraries are not expected to process subject and keyword requests.

The lending library may refuse to copy items that would violate copyright laws and fair use guidelines.

Equipment will be loaned pending availability to local Manawa organizations/businesses. Any damages will be charged to the borrower.

APPROVED: February 19, 2007