

SURING SCHOOL DISTRICT
Interlibrary Loan/Resource Sharing Policy

Interlibrary Loan Philosophy

The library media center relies on interlibrary loan programs to extend access to information and materials not normally acquired, and to support interlibrary loan as a concept to foster interlibrary cooperation and resource sharing, so that patrons in our library and others may have access to the widest possible range of materials.

No single library can provide for all the informational needs of all its patrons. No library has either the space or resources to anticipate and purchase every item its patrons may find useful. Interlibrary borrowing does not relieve any library of the responsibility for developing its own collection and will not be used as a substitute for ongoing collection development.

Interlibrary Loan Procedures and Guidelines

Interlibrary loans will follow state guidelines as stated in Wisconsin State Statutes 43.72 (1-3), and will follow all non-discrimination laws and policies.

The following guidelines will be used in handling interlibrary loan requests:

- Locating and borrowing of materials will be at the discretion of the school library staff.
- The decision to loan material is at the discretion of the school library media specialist. The library will be as generous as possible with due consideration to the interests of its primary clientele.
- Patrons will be personally responsible for all materials borrowed and will need to pay any replacement costs for materials that are lost or damaged while in their possession and must make every effort to return materials promptly.
- The library participates in resource sharing with any library without charge for interlibrary loan services.
- The library will ordinarily not loan the following: books in current and recurring demand or with extensive holds or waiting lists, reference materials, antique items, equipment, materials on reserve for group or class use, and licensed computer software.