

STATE LIBRARY OF LOUISIANA

INTERLIBRARY LOAN POLICIES AND PROCEDURES

What the State Library of Louisiana Lends Through Interlibrary Loan

Most of the materials in the collection of the State Library of Louisiana are available for interlibrary loan to Louisiana libraries. Included are:

- Audiovisual materials
- Back issues of magazines and newspapers in microform
- Genealogy materials
- Hardcopy magazines (except current issue)
- Large print materials
- Louisiana and general collection fiction and nonfiction
- State and federal government documents

What the State Library of Louisiana Doesn't Lend Through Interlibrary Loan

- Braille and Talking Books for the Blind (Patrons of the State Library Blind and Physically Handicapped Section receive direct library service.)
- Current issues of magazines
- Hardcopy newspapers
- Reference materials (Reference materials in the general collection are sometimes loaned; decision is made on request-by-request basis.)

Limits for Requests

- 5 reels of microfilm per request

Placing Holds on State Library Materials That Are in Circulation

If the State Library owns a title, the State Library of Louisiana is first on the Loan SHARK lender string for all libraries. The State Library as OCLC Agent is the last library on all Loan SHARK lender strings. A hold is placed on a title that is in circulation for requests that default to the State Library as OCLC Agent unless otherwise instructed by the borrowing library. Holds are not placed when requests are received by the State Library.

Borrowing Through OCLC

When a request defaults to the State Library of Louisiana for a title that is not owned by the State Library or that is missing, the State Library tries to borrow the title from another library through OCLC. The referral is automatic unless the borrowing library does their own OCLC interlibrary loan or has put "do not borrow" in the note field of the request.

- The State Library borrows through OCLC the same types of materials that the State Library loans.
- Most libraries do not circulate magazines, but will fill a request for an article by making photocopies. The following information must be included on all periodical requests before the State Library will borrow through OCLC:
 - o There is usually a charge for photocopies. The request must state that the patron is willing to pay for copies and the maximum amount the patron

will pay; \$5.00 is the suggested maximum amount. The Loan SHARK request form has a section for this information.

- o Requests for an article must include title of the magazine, title of the article, date of publication, and, if possible, the author of the article, volume, issue and page numbers. The Loan SHARK request form has a section for this information.
- o OCLC libraries may not lend genealogy books, but may be willing to photocopy pages. When making a request for a genealogy item, include all pertinent information in the request to increase the chances of your patron getting the needed information. Names, dates, and places are helpful to the lending library.
- A message is sent to the borrowing library in Loan SHARK saying “trying to borrow.” When an OCLC library responds to the State Library that the item is being shipped, State Library as OCLC Agent answers Ship in Loan SHARK, adding a note with the name of the lending library and the OCLC ILL number. The borrowing library answers Return in Loan SHARK and types in the note field the name of the OCLC lending library and the OCLC ILL number so that the State Library can finish the transaction in OCLC. Then, the borrowing library mails the item back to the OCLC library.
- Requests for renewals for OCLC books must be made at least 7 days before the due date. The request for renewal is made through Loan SHARK. The response is sent through Loan SHARK.
- When an item cannot be borrowed through OCLC, the State Library as OCLC Agent answers Unfilled in Loan SHARK. An abbreviated reason is typed in the note field:

Answer	Explanation
Cannot verify	State Library cannot find citation in standard sources
Current fiction	Published in the last year
Forthcoming	Not published yet
Juvenile	Children’s work, fewer than 100 pages
SL cannot locate	No OCLC record was found
No library will lend	No library will lend or all charge fee
Reference	State Library has a noncirculating copy and won’t borrow

- When a request cannot be filled through OCLC because no OCLC library will lend, the State Library will often try to buy the title to fill the request. The status of the request will be changed from Will Supply to Hold Placed in Loan SHARK with an “ordering, reserving” message.