

## **INTERLIBRARY LOAN POLICIES AND PROCEDURES FOR ALL LOAN SHARK LIBRARIES**

### **Responsibilities of Borrowing Libraries**

- Loan SHARK libraries have the responsibility of building collections that provide resources to meet the ordinary needs of the community they serve. No libraries will depend on interlibrary loan to supply the everyday material requests of its patrons.
- Borrowing libraries will make every effort to exhaust their own resources, including full text articles available to patrons in electronic format, before resorting to interlibrary loan.
- Libraries will not borrow what they don't lend.
- Borrowing libraries will carefully screen all requests for interlibrary loan and submit only those that conform to Louisiana Interlibrary Loan policies.
- Interlibrary loan staff will use standard bibliographic tools to verify all requested items. If the bibliographic citation cannot be verified, "cannot verify" is typed on the request. Unverified material is described as completely as possible on the request, including the original source of the citation.
- When a request might be filled with photocopies, it will state the maximum amount the patron is willing to pay for copies; \$5.00 is the suggested amount.
- The borrowing library is responsible for copyright compliance.
- The borrowing library is responsible for borrowed material from the time it leaves the lending library until it is received back at the lending library. If borrowed material is lost or damaged, the borrowing library must pay for the cost of repairs or replacement, in accordance with the preferences of the lending library.
- The borrowing library will return interlibrary loan material before the due date. A renewal request is sent to the lending library before the due date. If the lending library does not respond, it should be assumed that the renewal was not granted.
- If the borrowing library asks for a shipping method other than the courier service, the borrowing library will pay the cost.
- The Loan SHARK pull slip will always be sent back with the borrowed item when it is returned to the lending library.

### **Responsibilities of Lending Libraries**

- Libraries are encouraged to loan as generously as possible to other Loan SHARK libraries. Interlibrary loan between Loan SHARK libraries is free. However, lending libraries may choose to charge for photocopies.
- Libraries should adopt a 4-week lending period for all interlibrary loan materials, regardless of format, to allow for delivery time.
- Libraries may choose to not lend the following:
  - Books in heavy demand by their patrons
  - Whole issues of magazines and newspapers
  - Reference materials
  - Rare materials
  - A large number of items to one person at one time
  - Bulky or fragile material

- Materials which can be copied inexpensively
  - Genealogical materials
- Lending libraries will answer all Loan SHARK requests promptly. All requests for cancellations and renewals will receive a timely response.
- The Loan SHARK pull slip and a return shipping label are sent with each item. The due date will be clearly noted on the pull slip.
- A copyright protection statement will be stamped on each photocopy sent to a borrowing library in response to a request.