



The City of Kawartha Lakes Public Library

Policy Number: LIB2023-17

Policy Name: INTERLIBRARY LOANS POLICY

Resolution #:	LIB2023-17	Date:	25 July 2019
Review Cycle:	Once per term	Adoption Date:	01 Aug 2019
		Effective:	01 Aug 2019
		Last Reviewed Date:	07 Sept 2023

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting the interlibrary loan service. The interlibrary loan service is to provide access to materials that are not held in the Library's collections but that are accessible through resource-sharing arrangements with other libraries in Ontario.

SCOPE:

This policy shall apply to the City of Kawartha Lakes Public Library and all of its branches.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply:

"Interlibrary Loan" means a transaction in which the Library borrows materials directly from another library on behalf of a Library patron.

"Library" means the City of Kawartha Lakes Public Library.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

- 1.1 The Interlibrary loan officer shall be responsible for the requesting, processing, and returning of interlibrary loans with the assistance of other library staff.

2.0 Objectives

- 2.1 Periodically library patrons may require materials that the Library does not hold in the collection. Staff will recommend the use of interlibrary loan in situations where this is the most appropriate means of providing material to meet the patron's needs. The Library will attempt to locate and borrow on behalf of the library patron this material.

3.0 Policy

- 3.1 Eligibility of patrons who may borrow.
 - 3.1.1 Valid Library card.
 - 3.2.2 Fines not in excess of \$10.00.
- 3.2 To ensure the equability and cost-effectiveness of the interlibrary loan service, staff may need to impose monthly borrowing limits on patrons.
- 3.3 Materials eligible for request through interlibrary loan.
 - i. Books not published or copyrighted in the current year or previous year.
 - ii. Audiobooks not published or copyrighted in the current year or previous year.
- 3.4 Materials not eligible for request through interlibrary loan.
 - i. Music CDs.
 - ii. Dvds/Blu-Rays.
 - iii. Rare and fragile material.
 - iv. Ebooks and online resources.
 - v. Video games.
 - vi. Current editions of standard reference material.
- 3.5 Fees. Interlibrary loans from participating Ontario public libraries are free of charge. In the case where an owning library requires an administrative fee for the loan of its material, the patron will be asked if they are willing to pay that fee to borrow the item.

- 3.6 Fines (outlined in the Library User Fees and Fines Policy).
- i. Overdue interlibrary loan items are assessed a fine of \$1.00 per day per item, to a maximum of \$25.00.
 - ii. Replacement costs for lost materials are set by the lending library and are the responsibility of the patron, in addition to a processing fee of \$10.00.
 - iii. A “no pickup fee” of \$5.00 will be applied to a patron’s account if a requested interlibrary loan is not picked up when available.