



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: December 17, 2014

Re: Inter-Library Loan Policy

Staff have drafted a revised policy on inter-library loans. It is recommended that public libraries have a policy in order to set out broad conditions and expectations both for items they borrow from other libraries on behalf of their users and for items they loan to other libraries.

The new draft does not contain any significant changes from the previous one from 2009, except to remove redundant or procedural clauses. As with the Membership Policy, references to specific overdue fine rates have been omitted so that the Board can revise these rates from time to time without revising any Policy.

The previous Policy set overdue fine rates for inter-library loan items at \$1 per day, with this rate applying to seniors, who are otherwise exempt from paying fines. Because the new Policy does not prescribe a particular rate, it is recommended that the Board affirm the existing rate by way of resolution.

The following motion is recommended:

THAT the Library Board approve the revised Inter-Library Loan Policy as presented.

THAT the Library Board affirm that fines for overdue inter-library loan items for all Library members are set at \$1 per day.



Draft for review INTERLIBRARY LOAN POLICY

Introduction

Newmarket Public Library (the Library) provides inter-library loan (ILL) service in order to meet a wide variety of information needs through resource sharing.

To provide this service, the Library will participate in regional, provincial, and national networks, primarily the Southern Ontario Library Service (SOLS).

As part of these networks, the Library will share its resources with other libraries while giving priority in the use of resources to its own users.

Borrowing from Other Libraries

When an information request cannot be filled by the resources available at the Library, the Library will, at its sole discretion, either purchase the item or request it through ILL. The Library will make reasonable efforts to provide an item, but is not obligated to go beyond its customary networks to do so.

In providing this service, the Library shall follow the guidelines set by SOLS, other networks, and their member libraries. The Library adheres to the concepts and principles of the Canadian Library Association's *Interlibrary Loan Code* and *Interlibrary Loan Procedures Manual*.

Some ILL requests may be delivered by photocopying of materials, which shall be done in compliance with the Copyright Act.

Responsibility for Borrowed Items

Library patrons receiving items through ILL must respect borrowing regulations that the lending library may impose on the item such as a short loan period or in-library use only, as well as the regulations inherent in their Library membership, including specific fines for overdue ILL items as set by the Library Board from time to time.

A patron who does not pick up the ILL item requested must wait three months before requesting the same item again.

Charges

In accordance with Regulation 976 of the Ontario Public Libraries Act, the Newmarket Public Library will not charge its users for materials borrowed on ILL. The Library shall not request items from libraries that charge for ILL service. However, charges for any photocopies will be passed on to the borrower.

Material types

Requests may be made for books, microfilm, photocopies and select audiovisual materials, depending on the loan policies of the lending library.

Requests may not be made for the following materials:

- information available on the Internet or through electronic databases owned by the Library
- titles owned by the Newmarket Library which are on hold or in mending
- any material types specified as not being available for loan

Renewals

A renewal will be granted only with the permission of the lending library, in that library's sole discretion. A borrower must request a renewal in advance of the due date.

Lending to Other Libraries

Other libraries that the Library lends materials to through ILL must adhere to the same guidelines of the network in question as well as the Library's instructions. The borrowing library is responsible for materials from the time they leave the Library until they have been returned. The borrowing library must request permission to renew an item before the due date of the item. Items may be recalled at any time at the request of the Newmarket Public Library.

The Library reserves the right to decline to lend any item requested through ILL.

Material types

The Newmarket Public Library does not loan through ILL the following items:

- current bestsellers or books published within the last 6 months
- irreplaceable or rare materials and other historical documents
- mass market paperbacks
- reference materials
- entire issues of periodicals
- oversize materials and maps
- non print materials, with the exception of requests from registered CNIB or CELA users.