



Dryden Public Library Board

POLICY

SECTION: OPERATIONAL	NO: OP-13
TITLE: Resource Sharing	Date: May 2021
	Next Review Date: May 2022

1.0 Policy Statement

1.1 The Dryden Public Library Board recognizes the value of resource sharing through the provincial interlibrary loan network as a primary service that supports the mission of our library by providing increased access to library materials and information. Through participation in resource sharing, the Dryden Public Library provides patrons with access to shared collections and the collections of other libraries, and makes its collections available to other libraries. This policy outlines our commitment to resource sharing partnerships.

2.0 Scope of the Policy

- 2.1 The Dryden Public Library may participate in resource sharing opportunities by:
- 2.1.1 joining collaborative initiatives such as material pools, and the provincial interlibrary loan network.
 - 2.1.2 using resource sharing as an adjunct to, not a substitute for, the Library's collection.
 - 2.1.3 purchasing frequently requested titles.
 - 2.1.4 offering provincial interlibrary loan service to users in good standing.

3.0 Borrowing Guidelines

- 3.1 Interlibrary loan is a transaction in which the Dryden Public Library borrows materials directly from another library on behalf of patrons, or in which the Dryden Public Library loans material to another library on behalf of their patrons through the INFO (Information Network for Ontario) system. The library will:
- 3.1.1 adhere to the provincial interlibrary loan policies and participation standards.
 - 3.1.2 make its database of holdings available to the provincial interlibrary loan network.
 - 3.1.3 promote awareness of the interlibrary loan service.
 - 3.1.4 request materials not owned by the library or missing from the Library's collection.

- 3.1.5 request library materials needed for the purpose of study, instruction, information, recreation or research.
 - 3.1.6 not request items owned by the Library and temporarily in use or on reserve.
 - 3.1.7 support the library's book clubs or other book-based programming by requesting multiple copies of a book even if the library already owns a copy.
 - 3.1.8 strictly observe the conditions for use of loaned materials that are imposed by a lending library.
 - 3.1.9 not charge users a fee for borrowing via interlibrary loan.
 - 3.1.10 consult with users in advance regarding fees charged by lending libraries.
 - 3.1.11 be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage or loss of materials borrowed on interlibrary loan.
- 3.2 The Dryden Public Library will not request items for which it is not a lender including DVD/Bluray material, music and audiobooks on CD, Playaways and physical copies of magazines and newspapers.

4.0 Lending Guidelines

- 4.1 Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The Library will:
- 4.1.1 make available a broad range of materials for interlibrary loan with the following exceptions:
 - 4.1.1.1 equipment,
 - 4.1.1.2 materials limited by licensing agreements,
 - 4.1.1.3 materials designated as non-circulating,
 - 4.1.1.4 new material less than three months old, and
 - 4.1.1.5 DVD/Bluray material with a 2-day circulation rule.
 - 4.1.2 reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of material lent.
 - 4.1.3 respond to requests within two days.
 - 4.1.4 grant renewals unless the material is reserved for another use.
 - 4.1.5 charge for overdue, damaged or lost materials based on the *Circulation Policy (OP-01)*.

Related Documents:

INFO (Information Network for Ontario) Participation Policies and Schedules.

Dryden Public Library, *OP-01 Circulation Policy*

History			
Approval Date:		Approved by:	
Amendment Date:	May 2021	Approved by:	A. Barton
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