



# Dryden Public Library Board

## POLICY

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>SECTION: OPERATIONAL</b>    | <b>NO: OP-13</b>                      |
| <b>TITLE: Resource Sharing</b> | <b>Date: October 2024</b>             |
|                                | <b>Next Review Date: October 2028</b> |

### 1.0 Policy Statement

1.1 The Dryden Public Library Board recognizes the value of resource sharing. Interlibrary loan supports the mission of our library by providing increased access to materials and information. Through this service we provide patrons with access to shared collections and the collections of other libraries and make our own collection available to other libraries. This policy outlines our commitment to resource sharing partnerships.

### 2.0 Scope of the Policy

- 2.1 Resource sharing is not a substitute for the Library's collection.
- 2.2 The Dryden Public Library may participate in resource sharing. This includes things like:
  - 2.2.1 material pools,
  - 2.2.2 the provincial interlibrary loan network.

### 3.0 Borrowing Guidelines

- 3.1 The Library will:
  - 3.1.1 adhere to the provincial interlibrary loan policies and participation standards.
  - 3.1.2 make its collection database available to the provincial interlibrary loan network.
  - 3.1.3 market interlibrary loan service.
  - 3.1.4 request materials not owned by the Library or missing from collection.
  - 3.1.5 support book clubs or other book-based programming by requesting multiple copies of a book even if the Library already owns a copy.
  - 3.1.6 follow any lending library requirements about use of materials. For instance, if an item is marked "for in library use only".
  - 3.1.7 not charge users a fee for borrowing via interlibrary loan. For those lenders which charge for loans, the Library will not spend over \$60 per year on lender fees.

- 3.1.8 be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage or loss. The Library will recover any fees from the borrowing patron.
- 3.2 The Dryden Public Library will not request item types for which it is not a lender.
- 3.3 Patrons may only borrow interlibrary loan materials if they are in good standing.

**4.0 Lending Guidelines**

- 4.1 Interlibrary loan service is offered to other libraries through the provincial interlibrary loan network. The Library will:
  - 4.1.1 make available a broad range of materials for interlibrary loan except:
    - 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,
    - 4.1.1.5 DVD/Blu-ray material,
    - 4.1.1.6 audiobooks, and
    - 4.1.1.7 magazines.
  - 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 business 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                |              |                     |                     |
|------------------------|--------------|---------------------|---------------------|
| <b>Approval Date:</b>  |              | <b>Approved by:</b> |                     |
| <b>Amendment Date:</b> | May 2021     | <b>Approved by:</b> | A. Barton           |
| <b>Amendment Date:</b> | October 2024 | <b>Approved by:</b> | 2022-2026 DPL Board |
| <b>Amendment Date:</b> |              | <b>Approved by:</b> |                     |