

# INTER-LIBRARY LOAN POLICY

When building collections cannot meet the curricular or recreational reading needs, arrangements to supplement materials shall be made through inter-library loan. Materials may be borrowed from other libraries within the district as well as the public library. Requested materials shall be retrieved and returned to the respective library using the district's courier service. The Jefferson Public Library is the district's liaison to state and national resources. It is understood that inter-library loan should not be used in lieu of collection development.

The Jefferson Public Library is the district's liaison to state and national resources. The Jefferson Public Library and other local public libraries are members of WISCAT. They will obtain materials requested by the school libraries. The Jefferson school libraries are not members of WISCAT and therefore will not routinely lend its materials outside the school district. It is understood that inter-library loan should be not used in lieu of collection development.

The decision to loan material is at the discretion of the lending library. Each library will be as generous as possible with due consideration to the interests of its primary clientele.

Lending libraries will process requests promptly and patrons will make every effort to return materials by the specified due date. Inter-library loan materials that are lost or damaged must be replaced.

Materials may be photocopied for inter-library use; however, copyright laws must be followed. It is recommended that a copyright warning statement be marked on any photocopy being provided.

ADOPTED: March 21, 2005

REVISED:

REVIEW DATE: October 22, 2012

LEGAL REF.:

CROSS REF.: