

RAINY RIVER PUBLIC LIBRARY		
Category: SERVICES		Number: SE10
<i>MANDATORY</i>	Topic: Resource Sharing and Reserves	Page: 1 of 2
Date: January 12, 2012	Authorized by:	

This policy establishes the library's rules for reserves and interlibrary loans.

1. The library shall make arrangements to provide resources not currently present in the library collection.
2. Items owned by the library but not immediately available may be placed on reserve (or hold). A hold will be created in the integrated library system (ILS) for the patron.
3. Once captured, reserved items may be held for a maximum of 14 days. The ILS will contact the patron with a notice of availability.
4. Reserves unclaimed after 14 days will be cancelled, and the items returned to general circulation. Unclaimed reserves shall be subject to a processing charge of \$1.00 per item.
5. Items not owned by the library may be requested through the provincial interlibrary loan service.
6. In conducting interlibrary loans, the library shall adhere to the current revision of the "INFO Resource Sharing Network Participation Policies and Standards" (Southern Ontario Library Service). Per this policy, all library borrowers should take note that:

"All types of materials, at all intellectual levels, may be requested on interlibrary loan. Lending libraries may decide to place restrictions on the use of specific items or to refrain from the loan of whole classes of materials. When and where appropriate, copies both print and electronic may be requested in lieu of loan. Copies are not normally intended to be returned by the borrowing library to the lender.

Although all libraries are encouraged to loan all media, types of materials which may have restrictions or be unavailable include:

a. rare, fragile and/or valuable books and manuscripts, for example:

i. 19th century or earlier imprints

ii. limited editions

b. microfilm

c. books in current and/or recurring demand, for example:

i. bestsellers

ii. course and project materials

d. current editions of standard reference materials, for example:

i. directories

ii. dictionaries

iii. genealogical indices

iv. encyclopedia

e. materials in format or size not suitable for loan, for example:

i. kits

ii. loose-leaf materials

iii. pop-up books

f. entire issues of periodicals"

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7. Interlibrary loan requests must be authorized by professional library staff before being entered into the INFO VDX system.
8. The library cannot guarantee the filling of any particular request and is dependent on the patron to provide accurate information about the requested item(s). Inaccurate or incomplete information may affect search results, and the library accepts no liability for requests based on inaccurate or incomplete information.
9. The library neither requests nor loans:
 - a. items published in the current or previous calendar year;
 - b. audiovisual materials, except those supplied by the Canadian National Institute for the Blind (CNIB); or,
 - c. local history materials held only in reference, pamphlet or manuscript format(s).
10. Except as specified in sections 9, all circulating materials in the library collection are available for interlibrary loan.
11. Charges for damaged or lost interlibrary loan items will be levied as specified by the lending library. Fines must be paid in full before any further borrowing is permitted.
12. Eligible, available items requested by other libraries shall be located, processed and shipped within two working days.
13. Items damaged or lost by a borrowing library shall be billed at the cost shown in the ILS.
14. For financial reasons, the library is unable to process interlibrary loan requests to institutions that charge for loan services (including university libraries).