

Interlibrary Loan Policy

Board of Trustees

INTRODUCTION

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the state and then the region have been exhausted, loan requests to more distant libraries should then conform to the provisions of the *National Interlibrary Loan Code*, 1980.

I. Definition

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

II. Purpose

The purpose of an interlibrary loan as defined in this policy is to obtain library material not available in the Weber County Library System.

III. Scope

A. Under the terms of this policy, it is permissible to request on interlibrary loan from this library for any type of library material. This library will decide in each case whether a particular item can be provided.

B. This library will not ordinarily lend the following type of materials:

1. Rare or valuable material.
2. Bulky or fragile items that are difficult to ship.
3. Material in high demand at the lending library.
4. Material with local circulation restrictions.
5. Unique material that would be difficult or impossible to replace.

IV. Responsibilities of the borrowing libraries

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's

collection development policy or for which there is no recurring demand.

B. Borrowing libraries should make every effort to exhaust their own resources before resorting to interlibrary loans.

C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.

D. The borrowing library is responsible for compliance with the copyright law (Title 17, *US Code*) and its accompanying guidelines, and should inform its users of the applicable portions of the law.

E. Requested material must be described as completely and accurately as possible following accepted bibliographic practice. If an item cannot be verified, the statement "cannot verify" should be included along with information about the original source of citation.

F. Standard interlibrary loan formats should be used for all requests.

G. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received back by the lending library. The borrowing library is responsible for packaging the material to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repairs or replacement in accordance with the preferences of the lending library.

H. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the applicable copyright laws and no damage to the original volume would result.

V. Responsibilities of lending libraries

A. The decision to loan material is at the discretion of the lending library which will interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. A statement of interlibrary loan policy should be made available upon request and should be on file at the Utah State Library.

C. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request whenever possible.

VI. Expenses

A. The borrowing library should be prepared to assume any costs charged by the lending library and should attempt to anticipate charges and authorize them on the initial request—maximum cost, \$5.00.

B. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of loan

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.

B. Interlibrary loan material should be returned promptly.

C. A renewal request should be sent in time to reach the lending library no later than the due date. If the lending library does not respond, it would be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

A. Each library is responsible for maintaining the provisions of this code in good faith.