

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 362.2

INTERLIBRARY LOAN GUIDELINES AND PROCEDURES

Limits and Costs

So that all students may have equal access to all resources, there are no limits on the number of ILL's that a student, faculty, or staff member may request. The library also absorbs all borrowing and shipping costs imposed by lending institutions.

Types of Materials Available

The lending library determines what materials are or are not to be loaned. Generally, reference materials, periodicals, special collections materials, genealogical materials, audiovisual materials, computer software, and bulky or fragile items are not available.

Duration

The time allowed for the loan is usually two to four weeks and is indicated on the book band attached to the front cover of the item. Renewal of borrowed items should be requested prior to the due date. The loaning library determines the new due date. All borrowed materials are subject to recall and must be returned promptly. The requester is responsible for any replacement charges assessed by the lending library for materials that are damaged or overdue. *Repeated disregard of lending library due dates by MGSD patrons will result in the loss of ILL privileges.*

Replacement Costs for Lost Books

Other libraries will have their own charges for lost items from their collection. If a patron loses the item, they are responsible for the charge. If the item is lost in transit, the Library will pay the charge.

Procedures

An ILL loan request must be completed for each item requested. Contact the building library media specialist to place a request.

Seven to ten days typically are required to fill a request, although some materials may take longer to obtain.

Patrons will be contacted once their materials arrive. Material not picked up within one week of being received will be returned to the lending institution.

Violations

Should a patron repeatedly disregard the ILL guidelines, ILL privileges will be withdrawn. Some actions, which may result in suspension of privileges, are returning books late and not picking up requested material.

Responsibilities of MGSD Libraries as a Borrowing Library

MGSD libraries shall use their local resources before initiating loan requests. Materials requested shall be described as completely and accurately as possible, following accepted bibliographic practice. Verification shall utilize standard bibliographic tools and sources.

Under normal conditions, MGSD libraries shall initiate processing of requests within one working day of receipt. MGSD libraries shall honor the lending library's conditions of loan.

Unless specifically forbidden by the lending library, MGSD library patrons may copy any item provided that such copying is in accordance with the Copyright Law and no damage to the original material will result. MGSD libraries are responsible for returning loans promptly, the safety of materials, and the cost of repair or replacement of items in transit.

LEGAL REFERENCES:

CROSS REFERENCES:

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