

INTERLIBRARY LOAN CODE FOR OREGON LIBRARIES

Introduction

The OLA Resource Sharing Committee, in its recommendation of this code, recognizes that the free exchange of materials between libraries in Oregon and the United States is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wider range of materials can be made available to users. In the interest of providing quality service, libraries have an obligation to obtain materials to meet the informational needs of users when local resources do not meet those needs.

The code is not intended to foster resource sharing as a substitute for local collection development to meet the routine needs and interests of a library's primary clientele. In order to provide a broad and varied information base for users, individual libraries are obligated to develop good local collections, preferably in cooperation with other libraries, and to utilize their own resources before resorting to interlibrary loan.

The effectiveness of a resource sharing system depends upon the responsible distribution of borrowing and lending. Libraries of all types and sizes should be willing to share their resources liberally so that a relatively few libraries are not over burdened. Oregon libraries must also agree to lend their materials without fees to other Oregon libraries if they wish to borrow.

1.0 Definition

- 1.1 Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library.

2.0 Purpose

- 2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, materials not available in the user's local library.

3.0 Scope

- 3.1 Interlibrary loan is a mutual relationship and libraries should be willing to supply materials as freely as they request materials.
- 3.2 Any materials regardless of format, may be requested from another library. The supplying library determines whether the material can be provided.

4.0 Responsibilities of the Requesting Library

- 4.1 The requesting library should establish and maintain an interlibrary loan policy for its borrowers and make it available.

- 4.2 The requesting library should process requests in a timely fashion.
- 4.3 The requesting library should identify libraries that own and might provide the requesting materials. The requesting library should check the policies of potential suppliers for special instructions, restrictions, and information on charges prior to sending a request. The requesting library is responsible for all authorized charges imposed by the supplying library.
- 4.4 Requests for materials for which locations cannot be identified may be sent to libraries that might provide the requested materials and be accompanied by the statement "cannot locate." The original source of the reference should be cited or a copy of the citation provided.
- 4.5 The requesting library should respect traditional lending patterns which are already in place. In general, libraries should spread the interlibrary loan load, requesting loans from the closest and smallest holding library unless that creates some inconvenience or causes unnecessary delay.
- 4.6 The requesting library should transmit all interlibrary loan requests in standard bibliographic format in accordance with the protocols of the electronic network or transmission system used. In the absence of an electronically generated form, the American Library Association interlibrary loan request form should be used.
- 4.7 The requesting library must ensure compliance with the U.S. copyright law and its accompanying guidelines. Copyright compliance must be determined for each copy requested before it is transmitted, and a Copyright compliance statement must be included on each copy request. Copyright files should be maintained as directed in the CONTU Guidelines.
- 4.8 The requesting library is responsible for borrowed materials from the time they leave the supplying library until they have been returned and received by the supplying library. If damage or loss occurs, the requesting library is responsible for compensation or replacement in accordance with the preference of the supplying library.
- 4.9 The requesting library is responsible for honoring due dates and enforcing all use restrictions specified by the supplying library.
- 4.10 The requesting library should request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that the renewal has been granted for the same length of time as the original loan.
- 4.11 The requesting library should return materials by the due date and respond immediately if the item has been recalled by the supplying library.
- 4.12 The requesting library should package materials to prevent damage in shipping, and comply with special instructions stated by the supplying library.

- 4.13 The requesting library is responsible for following the provisions of this code. Continued disregard for any provision may be reason for suspension of borrowing privileges by a supplying library.

5.0 Responsibilities of the Supplying Library

- 5.1 The supplying library should establish and maintain an interlibrary loan policy, make it available in paper and/or electronic format, and provide it upon request.
- 5.2 The supplying library should process requests within the timeline established by the electronic network. Requests not transmitted electronically should be handled in a similar time frame.
- 5.3 The supplying library should include a copy of the original request, or information sufficient to identify the request, with each item.
- 5.4 The supplying library should state any conditions and/or restrictions on use of the materials lent and specify any special return packaging or shipping requirements.
- 5.5 The supplying library should state the due date or duration of the loan on the request form or on the material.
- 5.6 The supplying library should deliver materials by the most effective means possible and should package the items to prevent damage in shipping.
- 5.7 The supplying library should notify the requesting library promptly when unable to fill a request: and, if possible, state the reason the request cannot be filled.
- 5.8 The supplying library should respond promptly to requests for renewals. If the supplying library does not respond, the borrowing library may assume that the renewal has been granted for the same length as the original loan period.
- 5.9 The supplying library may recall materials at any time.
- 5.10 The supplying library may suspend service to any requesting library which fails to comply with the provisions of this code.