

# Lewis & Clark Library System

## Resource Sharing Policy

### Introduction

The local library, whether public, school, academic or special, has the responsibility of locally meeting as many of its patrons' needs as feasible. However, for a variety of reasons this may not always be possible. Properly used, resource sharing is an excellent method to help supplement the local library's collection. Reciprocal access, interlibrary loan and reciprocal borrowing are all components of resource sharing. Reciprocal borrowing, interlibrary loan and reciprocal access are not to be used as a substitution for the financial support and collection management of an individual library, they augment the provision of library service by the local library.

This policy was developed to govern the practice of resource sharing within the Lewis & Clark Library System. The policy supplements, but does not supersede the *ILLINET Interlibrary Loan Code*, the *ILLINET Online Library Resource Sharing Code*, or the individual library's circulation policy. Because statewide interlibrary loan is governed by the most recent version of *ILLINET Interlibrary Loan Code*, this policy does not cover interlibrary loan practices.

### General Provisions

#### Definitions

**Resource Sharing:** Activities through which member libraries within the System cooperate in the sharing of resources and services with patrons or libraries entitled to library borrowing privileges. The concept of resource sharing includes, but is not limited to interlibrary loan, reciprocal access, telephone reference, telefacsimile or other electronic transmission and reciprocal borrowing.

**Interlibrary Loan:** Transactions in which library material is made available from one library to another for patron use. The material moves from library to library, not the patron. See the *ILLINET Interlibrary Loan Code* for more details concerning interlibrary loan.

**Reciprocal Borrowing:** Transactions in which a public library patron is allowed on-site borrowing privileges at another public library. The patron moves from library to library. Non-public libraries are encouraged to allow reciprocal borrowing within their legal limits.

**Reciprocal Access:** Arrangement in which a library patron is allowed on-site access to another library. The material does not leave the library building. The public at large, under certain conditions, may be allowed use of non-public libraries or non-public institutions member libraries in the System.

### Responsibilities of All Member Libraries

1. Make copies of this policy available for staff and patrons.
2. Share resources under the terms of this policy except for those items which are proprietary, confidential, or in fragile physical condition.
  - a. Member libraries are encouraged to maintain generous lending policies, taking into consideration the needs of the local library patron.
  - b. Under certain circumstances member libraries may limit reciprocal borrowers.

- (1) A library which experiences an imbalance as a net lender may restrict access by the patrons of those libraries profoundly contributing to the imbalance. A significant imbalance is defined by the local library's circulation policy.
  - (2) A library which experiences an imbalance as a net borrower may request other libraries to limit access by the library's patrons. A significant imbalance is defined by the local library's circulation policy.
3. Offer interlibrary loan to eligible local library patrons and abide by the *ILLINET Interlibrary Loan Code*, current revision.
  4. Collect and report Reciprocal Borrowing statistics as required by the appropriate governing body, the System and/or the Illinois State Library.
  5. Comply with state and system agency policies and procedures, such as those for reciprocal borrowing, interlibrary loan and reference. Examples include the *ILLINET Interlibrary Loan Code* and the *ILLINET Online Library Resource Sharing Code*.
  6. Have a policy by which delinquent borrowers will be refused service until the borrower resolves the delinquency to the satisfaction of the lending library.
    - a. A reciprocal borrower is subject to the same overdue, lost or damaged material circulation policies as the lending library's patrons.
    - b. Libraries are not required to honor the library card of those patrons declared delinquent. When in doubt, the library should contact the home library for verification of the patron's status.
  7. Home library will reimburse lending library for reciprocally borrowed items not returned by patrons. The reimbursement will be made within a timely manner of receipt of the bill from the lending library.
    - a. Upon receipt of a bill, the home library will replace or reimburse the lending library for lost or damaged material not paid for by the reciprocal borrower, in a manner consistent with the lending library's policy.
    - b. If reimbursement is not made within three months of receipt of a bill, the lending library may contact the System for further action. Such action may include blocking reciprocal borrowing privileges at the lending library.

## Responsibilities of the System

1. Designate a staff member to coordinate, monitor and guide the Resource Sharing Program.
2. Collect, study, interpret and disseminate data concerning reciprocal access, reciprocal borrowing and interlibrary loan to the member libraries on a regular basis.
3. Distribute current state and system agency policies to member libraries.
4. Prepare public relations materials for use by member libraries.
5. Mediate the reimbursement settlement between the lending and the home libraries.

## **Accessing Public Libraries through Reciprocal Borrowing**

### Responsibilities of Member Public Libraries

1. Issue a standardized library card with an expiration date, the patron's name and the name & address of the issuing library. Non-resident cards must be clearly marked as **Non-Resident**.
2. Offer reciprocal borrowing to public library patrons with a valid borrower card.
3. A public library may choose to sell a non-resident card. The fee for a non-resident card is determined by Illinois Statute and the Illinois Administrative Code. The purchase of this card enables the purchaser to have reciprocal borrowing privileges at other public libraries.
3. Encourage the lending of all types of material to reciprocal borrowing patrons on the same basis as to local patrons.
5. Provide reciprocal borrowing privileges to:
  - a. resident patrons in good standing
  - b. non-resident patrons who have purchased a non-resident card
6. Honor library cards of patrons from libraries in other Illinois systems.

## **Accessing School, Academic & Special Libraries through Reciprocal Access**

### **Responsibilities of the School, Academic & Special Member Libraries**

1. When regulations governing the non-public library allow, libraries are encouraged to permit reciprocal borrowing of items from their collections by either
  - a. accepting valid public library cards
  - or,
  - b. issuing community patron cards as provided for by their local policies.
2. When regulations governing the non-public library allow, libraries are encouraged to permit on-site use of their collections by either
  - a. open access anytime the library is open for student use
  - or,
  - b. appointment made by the patron's home library.
3. Encourage the lending of all types of material to reciprocal borrowing patrons on the same basis as to local patrons.

APPROVED BY BOARD ACTION  
4/19/1994  
Revision Approved by Board Action  
8/20/2002