

INTER-LIBRARY LOAN

The District provides a wide range of materials (print and non-print) that support and enhance the curriculum and reflect the varying needs of students and staff. In this information-rich era, a library's ability to provide access to a larger range of resources beyond its walls is deemed necessary to meet informational needs otherwise not presently available in the Parkview School District. Inter-library loan should not be viewed as a substitute for local building collection development, but as a process in which resources are shared to further enhance the educational needs of Parkview students, staff, and administration.

The District Library/Media program supports resource sharing both within the district and statewide through participation in Wisconsin's Inter-Library Loan (ILL) program. This means that the school libraries borrow and loan materials in cooperation with other libraries in compliance with Wisconsin's Inter-Library Loan and Arrowhead Library System protocols.

All inter-library loan requests must be submitted to and approved by the district library media director before processing by the LMC assistant.

Borrowing

The District Library Media Centers shall provide resources to meet the needs of their primary clientele. Materials borrowed from another library shall be limited to those items that conform to the district's materials selection policy and established selection procedures.

In borrowing from other libraries, District Library Media Centers shall:

- Provide inter-library loan services to students and staff.
- Make resources available to students and staff through WISCAT, the statewide online Wisconsin Catalog, CESA, and other agencies.
- Exhaust the district's resources before making a loan request.
- Make ILL requests through Parkview Jr./Sr. High School's secure access code to WISCAT's online ILL forms.
- Be in compliance with copyright laws and fair use guidelines.
- Ensure that all items are returned to lending libraries on time and in good condition.
- Adhere to any restrictions that the lending library places on the use of their materials.
- Make it understood that individuals who lose or damage ILL materials, or who incur late charges from the lending libraries, are liable for all costs.
- Understand that requests for books may take up to two weeks or longer.

Lending

The District Library Media Centers shall lend materials to all libraries that participate in the Wisconsin Inter-Library Loan Program. Each loan shall be made at the discretion of the lending library with the understanding that the needs of Parkview School District students and staff will take precedence. All copyright laws and fair use guidelines shall be strictly followed.

In lending to other libraries, the District Library Media Centers shall:

- Loan all fiction, non-fiction, and paperback books.
- Not check out non-circulating materials such as software, media, reference and professional books, and reserve items.
- Promptly send materials directly to the library or school making the request or notify them if the material is not available.

The borrowing library and its user must comply with the conditions of loan established by the lending library.

- Materials may be borrowed for (4) four weeks.
- There is no cost for borrowing material within the Wisconsin Inter-Library Loan and Arrowhead Library system.
- The borrowing library/user is responsible for any cost incurred for damaged or lost material.
- The borrowing library must return materials in a timely manner.

The safety of borrowed materials is the responsibility of the borrowing library from the time the materials leave the lending library until they are returned and in possession of the lending library. The borrowing library is responsible for packing the materials to ensure that they are returned in good condition or pay all the costs of replacement or repair.

LEGAL REF.: Wisconsin Statutes Sections - 43.30, 43.72, 120.12(2), 120.13, 121.02(1)(h)
Wisconsin Administrative Code PI 8.01(2)(h), PI 9.03
Enhancing Education Through Technology Act of 2001
Telecommunications Act of 1996
Federal Copyright Law [17 U.S.C.]

CROSS REF.: 361.1 - Selection and Approval of Instructional Materials
361.1-Rule, Procedures for the Selection and Approval of Instructional Materials
411 - Equal Educational Opportunities
411-Rule - Student Discrimination Complain Procedures
771.1 - Copyright Policy
District Technology Plan

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