

Category: Operational OP-21
Policy Name: **Resource Sharing**
Date Approved: June 25, 2024

Purpose:

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Lake of Bays Township Public Library (the library) provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries.

1. The library will participate in resource sharing opportunities by:
 - a) joining collaborative initiatives such as material pools, and the provincial interlibrary loan network
 - b) using resource sharing as an adjunct to, not a substitute for, the library's collection
 - c) offering provincial interlibrary loan service to users in good standing
2. Interlibrary loan is a transaction in which the Lake of Bays Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Lake of Bays Public Library on behalf of its user through the platform provided through OLS (Ontario Library Service). The library will :
 - a) adhere to the provincial interlibrary loan policies and participation standards
 - b) make its database of holdings available to the provincial interlibrary loan network
 - c) promote awareness of the interlibrary loan service
 - d) request materials not available within the library's collection
 - e) request any type of library materials needed for the purpose of study, instruction, information, recreation or research
 - f) not request items owned by the library and temporarily in use or on reserve
 - g) support the library's book clubs and other book-based programming by requesting multiple copies of a book even if the library already owns a copy
 - h) strictly observe any conditions for use of loaned materials that are imposed by a lending library
 - i) not charge users a fee for borrowing via interlibrary loan
 - j) consult with users in advance regarding fees charged by lending libraries (such as replacement or late fees)

- k) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage or loss of material borrowed on interlibrary loan
 - l) reserve the right to limit the number of concurrent requests by an individual user
3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:
- a) make available the broadest range of materials for interlibrary loan with the following exceptions:
 - i. equipment
 - ii. materials limited by licensing agreements
 - iii. materials designated as non-circulating
 - iv. material types that return damaged on a regular basis due to shipping
 - v. magazines
 - vi. lendable technology and STEM kits
 - b) reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
 - c) respond to requests within 3 business days or as soon as possible
 - d) circulate items as per the loan period set by the lending institution
 - e) grant renewals unless the material is needed for another user of the library
 - f) charge for damaged or lost materials based on the Lake of Bays Pubic Library Circulation policy

Related Documents:

Interlibrary loan platform from OLS participation polices and schedules
<https://www.olservice.ca/interlibrary-loan/interlibrary-loan-resources/interlibrary-loan-policies>

Lake of Bays Public Library Circulation & Membership Policy OP-12

Signature of the Chairperson _____

Document Revision Record:

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