

POL-ADM.2018.80 Title: *Resource Sharing*



Type: Administrative

Authority: CEO

Approval Date: 5-22-18

Associated Documents:

ADM.2018.80.01 Commitment Statement

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the BMPL by providing enhanced access to library materials and information. By participating in resource sharing, the Library provides patrons with access to shared collections which would otherwise not be available in the collection. Further, by BMPL's resource sharing, we make our collections available to other libraries, enhancing collections, to users within the province of Ontario. This policy establishes a commitment to resource sharing partnerships.

ADM.2018.80.02 Cost Sharing and Resource Sharing

1. The Library shall participate in resource sharing opportunities by:
 - 1.1. Joining collaborative initiatives such as material pools, and the provincial interlibrary loan network;
 - 1.2. Using resource sharing as an adjunct to, not a substitute for, the Library's collection;
 - 1.3. Purchasing frequently requested titles; and
 - 1.4. Offering provincial interlibrary loan service to users in good standing.

ADM.2018.80.03 Involvement with Inter-Library Loans Ontario

1. Interlibrary loan is a transaction in which the BMPL borrows materials directly from another library on behalf of a user, or another library borrows materials from the BMPL on behalf of its user through INFO (Information Network for Ontario). The library shall:
 - 1.1. Adhere to the provincial interlibrary loan policies and participation standards;
 - 1.2. Make its database of holdings available to the provincial interlibrary loan network;
 - 1.3. Promote awareness of the interlibrary loan service;
 - 1.4. Request materials not owned by the Library or missing from the Library's collection;
 - 1.5. Request any type of library materials needed for the purpose of study, instruction, information, recreation, or research;
 - 1.6. Not request items owned by the Library and temporarily in use or on reserve;
 - 1.7. 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;
 - 1.8. Strictly observe any conditions for use of loaned materials that are imposed by a lending library;
 - 1.9. Not charge users a fee for borrowing via interlibrary loan;
 - 1.10. Consult with users in advance regarding fees charged by lending libraries;
 - 1.11. Consult with users in advance regarding fees charged for late returns; and
 - 1.12. Be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan.
2. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan

policies and participation standards. The Library shall:

- 2.1. Make available the broadest range of materials for interlibrary loan with the following exceptions:
 - 2.1.1. Equipment;
 - 2.1.2. Materials limited by licensing agreements;
 - 2.1.3. Materials designated as non-circulating;
 - 2.1.4. DVDs and other media;
 - 2.1.5. Materials held within the archive; and
 - 2.1.6. Special collections with MOU's prohibiting circulation and/or lending.
- 2.2. Reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials loaned; and
- 2.3. Respond to requests within two (2) days.
3. The Library holdings are available for loan via ILL or special request to any Ontario public library or by approval of the BMPL ILL staffer to another credible organization.
 - 3.1. Only those items which would normally circulate shall be allowed for resource sharing (e.g. non-circulating, archival, rare books, DVD/media, and reference materials do not circulate and therefore are not available for sharing).
 - 3.2. Normal provincial lending periods apply of five weeks.
 - 3.2.1. Should the transportation of materials to and from the lender be anticipated to exceed the normal lending period, an extension may be approved by the BMPL ILL staffer.
 - 3.2.2. Date of loan may not coincide with the date of pick up. Users are encouraged to retrieve materials as soon as they arrive to the Library.
 - 3.3. Where possible, SOLS routes or other ILL mailing shall be used. In the event that a library is not within a free mailing zone, the CEO shall consider the costs associated with lending and decide accordingly.
4. The individual or borrowing library (if no patron information was provided) shall be responsible for all damage, loss, and administrative restocking fees, should they occur. Rates for late, loss, or damage shall be in adherence to the BMPL fees schedule.

Original Approval: _____

Amended On: _____