



Glenwood Public Library Policy

Cooperation with Other Libraries Policy

2022.01.05

January 5, 2022

Approved By Glenwood Public Library Board of Trustees

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Library Director Signature

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Staff Signatures

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**PURPOSE:**

The Glenwood Public Library actively promotes cooperation with other libraries to ensure its users access to the information they need. Because the Library cannot purchase or subscribe to every useful resource available, interlibrary loan is a way to supplement its own resources and expand its ability to achieve its mission.

**SCOPE:**

This policy gives all patrons of the library access to materials that Glenwood Public Library is not able to purchase. The staff will assist patrons in finding materials that they are interested in but are not available at the Glenwood Public Library.

**POLICY:**

1. If a patron requests an item with a publishing date more than 12 months old, library staff will offer them the opportunity to interlibrary loan the item.
2. If a patron requests an item with a publishing date less than 12 months, library staff will fill out a "Request for Purchase" form and submit it to the library director.
3. If the director does not choose to purchase the item because it fails to meet the Collection Development Policy standards, the item will be placed on interlibrary loan.
4. Interlibrary Loan
  - a. Interlibrary loan service is offered to all registered Glenwood Public Library patrons.
  - b. Library users may submit interlibrary loan requests in person, via email, or by phone.
  - c. The library reserves the right to limit the number of items requested or borrowed by a single user at one time.
  - d. Materials which may be requested include books, including foreign language and large print books, out-of-print fiction and non-fiction, and government documents, as well as sound recordings, audio books, and DVDs. Photocopies of magazine and newspaper articles may be requested in accordance with U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines,
  - e. A loan or a copy of any material may be requested from another library, but the owning library will decide in each case whether or not a particular item can be provided.
  - f. When a requested item is available for pickup, borrowers will be notified by e-mail and/or phone.
  - g. The loan period for interlibrary loan materials is 30 days.
    - i. Materials must be returned by the due date.
    - ii. Borrowers must request renewals before materials are due.
    - iii. Renewals are provided at the owning library's discretion and cannot be guaranteed.

- h. Borrowers must honor any use restrictions specified by the owning library, such as no photocopying or in-library use only.
- i. All borrowed material is subject to recall by the owning library. Borrowers must respond within one business day if the owning library recalls an item.
- j. Interlibrary loan service will be limited or suspended for borrowers who repeatedly fail to pick up requested interlibrary loan materials, keep materials overdue, or damage or deface materials.
- k. Each interlibrary loan request carries a \$2.00 fee to help defray postage costs. This must be paid at the time of the request. If an item cannot be obtained, the money will be returned.
- l. If a borrower authorizes the library to obtain materials from a supplying library that charges a fee, the borrower is responsible for paying the fee.
- m. Borrowers are responsible for any charges levied by a supplying library for materials lost or damaged while charged out to the borrower. No refunds will be made for lost and paid interlibrary loan materials that are subsequently found.
- n. As with other Library users' records, the confidentiality of interlibrary loan records is protected by the *Code of Iowa*, Section 22.7. The library will not disclose such records except for the purposes of interlibrary cooperation and coordination, or upon request or consent of the user. Interlibrary loan records will not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized by federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
- o. All materials that ordinarily circulate to the library's own users, including books, books on CD, and DVDs, may be sent out on interlibrary loan, except for entire issues of periodicals. Non-circulating materials such as reference and genealogy books and microforms will not be interlibrary loaned, but photocopies of selected pages may be supplied. The library reserves the right to determine what material will be supplied on a request-by-request basis.
- p. Charges for lost or damaged materials will be based on the current replacement cost of the lost or damaged item.
- q. Lending policies for materials owned by other libraries are set by the owning libraries and may differ from the Glenwood Public Library's own lending policies.
- r. Interlibrary loan service may be limited or suspended for borrowing libraries that repeatedly keep materials overdue or fail to properly package returning items, or that lose, damage or deface materials.