

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

INTERLIBRARY LOANS

Interlibrary loan provides access to library resources not available in the District Library Media Center. Interlibrary loan participation includes cooperation with other libraries throughout the state in borrowing and loaning, in compliance with the Wisconsin Interlibrary Loan protocol.

The purpose of the Library Media Program is to ensure that students, staff, and community are effective users of ideas and information. This is accomplished by providing an extensive collection of print and non-print media, including audiovisual materials, periodicals, electronic, and on-line resources. The collection supports and expands the curriculum, but is unable to provide all resources to its diverse population.

In order to provide a program that meets the needs of the District and community, the Library Media Program will:

1. Provide interlibrary loan services to students, staff, and community
2. Make every effort to use resources available through WISCAT and CESA
3. Make initial borrowing requests from CESA #3 School Libraries
4. Make secondary borrowing requests from SWWL Public Libraries
5. Return items to lending libraries on time and in borrowed condition
6. Adhere to any restrictions that the lending library places on the use of their materials
7. Make it understood to patrons of interlibrary loan that they are liable for lost or damaged materials, as well as late charges, for borrowed materials
8. Make it understood that requests for materials may take approximately three (3) weeks to obtain

The School District of Wauzeka-Steuben will lend materials to all libraries that participate in the Wisconsin Interlibrary Loan Program. Each loan will be made at the discretion of the lending library, with the understanding that the needs of the District will take precedence. Materials loaned will be due in approximately three (3) weeks and will be without cost, other than costs for damage or replacement as needed.

The school library media center ordinarily will not loan the following:

- Library resources in current and recurring demand which have extensive holds and waiting lists at the library media center.
- Reference materials, equipment, and licensed computer software.
- Materials on reserve for individual, group or class use.

Borrowers:

- Borrowing school library media centers and patrons of those centers should make every effort to exhaust their own resources before requesting from another library.
- Borrowing school library media centers and patrons will make every effort to return materials promptly.
- All materials borrowed from school district library media centers must be returned by the specified due date.

Lending Materials:

- The decision to loan material is at the discretion of the school librarian. The library media center will be as generous as possible with due consideration to the interests of its primary clientele. The librarian is not expected to process subject and keyword requests.
- The librarian will process requests promptly.
- The librarian is responsible for compliance with all copyright law and its accompanying guidelines.

The District library reserves the right to restrict use of materials at any time. These decisions may be determined by the nature of the material, its physical condition or the degree of active demand for the materials requested.

Legal References: Sections 43.30, 43.72, 120.12(2), 120.13 and 121.02(1) (h) Wisconsin Statutes
Enhancing Education through Technology Act of 2001
Telecommunications Act of 1996

Cross References:

Adoption Date: 12/19/2005

Date Revised: 3/17/2014

Date Reviewed: