

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 362.1 - INTERLIBRARY LOAN

A. In-District Interlibrary Loan Procedures

1. Priority for the use of a resource resides with the home school.
2. All interlibrary loans must be arranged by either the library media specialist or library media aide.
3. Individual items may be reserved for interlibrary loan in advance through prior arrangement by the library media specialist or library media aide.
4. The library media specialist or library media aide will decide when the item will be due when scheduling it.
5. Interlibrary loan requests should be made through email if possible.
6. The library media specialist of the borrowing school is responsible for returning resources and collecting for lost or damaged items. Money collected will be sent to the home school of the item.
7. The library media specialist or library media aide keeps a record of interlibrary loan requests for the annual report.

B. Requesting Interlibrary Loans Outside of the School District of New London

The library media specialist or library media aide keeps a record of interlibrary loan requests for the annual report. For requesting journal articles, books, AV and subject materials, follow this process:

1. Place online holds for materials located in NEWCat, the Northeast Wisconsin Public Library Catalog.
 - a. Each district library has a public library card number and password.
 - b. New London Public Library personnel deliver interloan books to individual schools.
 - c. Library media specialists/aides return interloans to New London Public Library for shipment back to the lending libraries.
2. For resources not included in NEWCat, but part of the Outagamie Waupaca County Library System:
 - a. use WISCAT to verify bibliographic information and location

- b. fill out the A.L.A. interlibrary loan form. The goldenrod copy stays with the requesting library. The white, yellow and pink copies are sent to the lending library.
 - c. U.W.-Oshkosh requests must be made online.
<http://216.54.57.189/illiad/gzo/lendinglogon.html>
 - d. School district library media specialists/aides are responsible for retrieving the interloan from the student or staff member and returning the interloan via mail by the due date. The school district will assume the cost of postage.
3. For resources outside of the Outagamie Waupaca County Library System*:
- a. Use WISCAT to verify bibliographic information and location.
 - b. Fill out the Outagamie Waupaca Library System form.
 - e. Send the form to Outagamie Waupaca Library System, 225 N. Oneida Street, Appleton, WI 54911.
 - f. School district library media specialists/aides are responsible for retrieving the interloan from the student or staff member and returning the interloan via mail by the due date. The school district will assume the cost of postage.

*Due to budgetary concerns, Milwaukee Public Library and its branches and the UW system no longer provide interloans. The only exceptions are UW-Oshkosh, UW-Fox Valley and UW-Green Bay.

C. Handling Interlibrary Loan Requests from Outside of the School District

The following criteria shall be followed when handling interlibrary loan requests from outside of the school district.

- 1. The school district will only accept requests that have been verified in WISCAT and have cleared the proper channels within the Fox Valley Library Council's interlibrary loan guidelines.
- 2. The borrowing library is responsible for returning interlibrary loan materials in good condition by the due date and will assume the postage for their return.
- 3. The borrowing library will be responsible for replacement costs if loss or damage occurs.

ADOPTION DATE: March 8, 2004

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 362.1 Interlibrary Loan

LEGAL REFERENCE: