

OP-07	RESOURCE SHARING		
APPROVED	19 January 2022	EFFECTIVE	2003
AMENDED	2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To lay out when and why the Library borrows material from other libraries, and set out the conditions for loaning its material to other libraries.

2. SCOPE

Library employees manage the interlibrary loan service according to the terms of this policy. Members wishing to have the Library borrow material from other libraries on their behalf are subject to the terms of this policy in addition to the regular circulation policy.

3. DEFINITIONS

Interlibrary Loan –An item from another library that a Library member has requested, and that the Library has borrowed from that library on their behalf.

4. BORROWING MATERIAL FROM OTHER LIBRARIES

- a. The Library recognizes that its members may at times have special needs for material that cannot be accommodated by the Library's collections. The Library provides an Interlibrary Loan service to help meet these needs.
- b. The Library may enter into arrangements with other library organizations to share resources that would otherwise not be feasible to provide due to budget or other considerations, but may meet other selection guidelines and criteria.
- c. The Library reserves the right to withdraw from such arrangements at any time.
- d. The Library is registered in the *ILL Directory* at Library & Archives Canada.
- e. Borrowing rules conform to the *British Columbia Public Libraries Interlibrary Loan Code*.
- f. The basic service is provided free to all resident and non-resident members with a 12-month membership.
 - i. BC OneCard members can only request interlibrary loan material from their home library.
 - ii. Non-residents with a 3-month membership cannot use this service because the interlibrary loan transaction may not be able to be completed within that period of time.
- g. Library employees will attempt to fill requests in a timely manner. However, a specific item or material type may be unavailable, or cannot be brought in during a specific period of time.
- h. The lending library may levy charges which will be passed onto the borrower. Library employees will inform the borrower of any such charges to get their approval prior to filling the request.
- i. The Library's regular circulation system is used to lend interlibrary loan material to the member.
- j. Regular circulation policies apply to interlibrary loans with the following additions:
 - i. A processing fee may be charged for any interlibrary loan material brought in from another library but not picked up by the member who requested the material.
 - ii. The loan period of interlibrary loan material is determined by the lending library.
 - iii. The lending library specifies the renewal terms for its material.

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- iv. The member is responsible for all interlibrary loan material they borrow, including the payment for any charges related to overdue, lost or damaged material charged by the lending library.

5. LENDING MATERIAL TO OTHER LIBRARIES

- a. The Library loans materials from its collections to other accredited institutions under the guidance of Library & Archives Canada.
- b. Lending rules conform to the *British Columbia Public Libraries Interlibrary Loan Code*.

RELATED POLICIES

- OP-02 Membership
- OP-03 Borrowing
- OP-A02 Borrowing Periods & Limits Schedule