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## Hastings Highlands Public Library

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**Area:** Operational

**Policy Title:** Resource Sharing and Interlibrary  
Loan

**Policy Number:** OP-05

**Initial Policy Approval Date:** May 6, 2014

**Last Review:** April 22, 2015

**Year of next review:** 2023

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Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Hastings Highlands Public Library provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. This policy establishes a commitment to resource sharing partnerships.

1. The library will participate in resource sharing opportunities by:
  - a) joining collaborative initiatives such as material pools, and the provincial interlibrary loan network
  - b) using resource sharing as an adjunct to, not a substitute for, the library's collection
  - c) purchasing frequently requested titles
  - d) offering provincial interlibrary loan service to users in good standing
  
2. Interlibrary loan is a transaction in which the Hastings Highlands Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Hastings Highlands Public Library on behalf of its user through INFO (Information Network for Ontario). The library will:
  - a) adhere to the provincial interlibrary loan policies and participation standards
  - b) make its database of holdings available to the provincial interlibrary loan network
  - c) promote awareness of the interlibrary loan service
  - d) request materials not owned by the library or missing from the library's collection
  - e) request any type of library materials needed for the purpose of study, instruction, information, recreation, or research
  - f) not request items owned by the library and temporarily in use or on reserve
  - g) 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
  - h) strictly observe any conditions for use of loaned materials that are imposed by a lending library
  - i) not charge users a fee for borrowing via interlibrary loan
  - j) consult with users in advance regarding fees charged by lending libraries

- k) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan
3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:
- a) make available the broadest range of materials for interlibrary loan with the following exceptions:
    - i. equipment
    - ii. materials limited by licensing agreements
    - iii. materials designated as non-circulating
  - b) reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
  - c) respond to requests within 2 days
  - d) circulate items for the same period of time as for regular circulation
  - e) grant renewals unless the material is needed for another user of the library
  - f) charge for overdue, damaged or lost materials based on the Hastings Highlands Public Library Circulation Policy OP-12

**Related Documents:**

**INFO (Information Network of Ontario) Participation Policies and Schedules**

<http://www.sols.org/resourcesharing/INFO/policies%20and%20procedures/networkparticipation/index.htm>

Hastings Highlands Public Library. ***OP-12 Circulation Policy***