

Sparta Area School District

Article 424 – Inter-Library Loan – Resource Sharing

Resource sharing is defined as lending school library media center material or a copy of the material to another library or its patrons for a specified period of time. The purpose of resource sharing is to increase the variety of library media material available to any one user in one's local library media center.

Resource sharing will be made available through a courier service provided by the Sparta Area School District. Individuals borrowing through the public library system must possess a valid school library card and be eligible to borrow materials. Holdings may be accessed via Sagebrush search, or with assistance from a library media specialist.

Material available in a school's library media center may be requested through this policy to a qualified user. The lending school library has the privilege of deciding in each case whether a particular item is available for loan.

School library media centers ordinarily will not loan the following:

1. Library resources in current and recurring demand which have holds or waiting lists.
2. Reference materials.
3. Licensed Computer software.
4. Materials on reserve for individual, group or class use.
5. Equipment such as: Cameras, projectors, scanners, laptop computers, handheld devices, and document cameras.

Borrowers:

- Those requesting materials for loan will exhaust their own resources before making requests from another library.
- Borrowed materials will be returned promptly and by the due date specified by the lending library.

Lending Libraries:

- The decision to loan material is at the discretion of the lending library director. However, each library media center will be as generous as possible with due consideration to the interests of its primary users. Lending libraries are not expected to process subject and keyword requests.
- Lending libraries will process requests promptly.
- The lending library and the patron are responsible for compliance with all copyright law and its accompanying guidelines.
- Understand that the lending library is responsible for lost or damaged material and will recover late charges and recover costs for lost or damaged materials.

Legal Reference:

Cross Reference:

Approved: February 22, 2005

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