

LAKE COUNTY

BOARD OF COUNTY COMMISSIONERS

POLICY

Title: **Lake County Library System
Intralibrary Loans Among
Member Libraries**

Number: LCC-10

Cancel: 6/15/93

Approved: 10/06/98

I. OBJECTIVE:

To establish policy and protocols governing resource sharing and intralibrary cooperation among member libraries of the Lake County Library System.

II. DEFINITIONS AND REFERENCES:

A. Borrowing or Requesting Library:

A member library through which a patron request is generated for the loan or use of materials not available in that library's collection.

B. Intralibrary Loan:

A transaction in which library material, or a copy of the material, is made available by one Member Library to another Member Library upon request.

C. Lending Library:

That Member Library which fills a materials loan request from another member library.

D. Member Libraries:

Libraries which meet the "Guidelines and Minimum Standards for Public Libraries Entering the County Library System", Lake County Policy Number LCC-7; and which, through their local governing bodies, have entered into an Interlocal Agreement with Lake County to provide library service to the residents of Lake County.

E. Technical Services Program:

A program under the Lake County Department of Community Services, Library Services Division. The Technical Services Program is responsible for centralized cataloging, database maintenance, interlibrary and intralibrary loan and the courier service.

F. Systems Manager:

A position under the Lake County Department of Community Services, Library Services Division. The Systems Manager is responsible for administering and maintaining the automation system and computer equipment, as well as generating reports from the automation system.

III. DIRECTIVES:

- A. Member Libraries shall provide by intralibrary loan, to other members any materials that the owning library circulates to its own patrons.
- B. At the discretion of the Member Library Directors, Member Libraries may provide non-circulating materials by intralibrary loan to other Member Libraries. These items shall be restricted to use within the borrowing library.
- C. Member Libraries shall not charge each other for this service.
- D. The courier service which is a part of the Technical Services Program shall be responsible for transporting intralibrary loan materials between the member libraries.
- E. Lake County Library Services Headquarters shall provide and maintain the courier service.
- F. Member Libraries shall not charge patrons for intralibrary loan requests filled from within the System except for overdue charges.
- G. Replacement cost of lost or damaged items shall be the responsibility of the patron to the lending library. The borrowing library shall notify the patron of overdue and lost materials in accordance with the Circulation and Registration Policy, LCC-8.
- H. The requesting library is responsible for copyright compliance.
- I. The Systems Manager shall be responsible for generating computerized intralibrary loan reports.
- J. Each Member Library is responsible for informing users of the purpose of intralibrary loans and of this Policy, LCC-10.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of County Commissioners.

G. Richard Swartz, Jr., Chairman
Board of County Commissioners
Lake County