

# InterLibrary loans

**Interlibrary loan guidelines:** These guidelines were developed by the Library Advisory Committee.

1. The ILL request within ASD is from school library to school library. This allows librarians to monitor requests for collection development and the location of the books requested. An ILL Book Request form is to be used by teachers and students has been developed and used by Janell Larson, librarian at Nunaka Valley. A sample is available under the FAQ's, ILL request form.

2. The primary user is always the site staff and students. ILL requests for secondary users can be denied at any site. Notification of denial of ILL is requested and appreciated.

3. General ILL etiquette:

a. ILL requests should go to specific sites by reviewing title in WebCat. Additionally include the call number and author's name. The librarian making the request should include their school name in the signature of the e-mail. All site librarians appreciate the specificity of requests. Use the Librarians\_schoolname in the e-mail address for each ILL site you are e-mailing (Librarians\_abbottloop; Librarians\_scenicpark; librarians\_ravenwood). Though sending to specific sites takes more time, blanket e-mails need to be avoided.

b. When requesting ILL materials, consider varying the schools from which you make requests i.e. don't always start at libraries that begin with A, consider the size of the schools and programs within the school, and consider using your area libraries.

c. When the individual request is received, respond if you can or cannot supply the ILL.

d. Return materials in a timely manner.

4. Types of materials to be loaned:

a. Each site librarian should determine with their principal and staff the types of materials to be loaned, i.e. videos, class sets, oversized and bulky items, etc.

5. Replacement expectation

a. The expectation is that lost or damaged materials will be replaced. Each site librarian should determine with the principal and inform the staff how their site will replace or pay for lost or damaged items borrowed.

b. Some additional expectations from sites may include replacing lost or damaged items with the same edition or publisher and responsibility for payment (student, teacher or school).

6. If the principal, librarian and staff decide that the guidelines cannot be followed by the individual site, then that site would not participate in ILL.

7. Library Resources has procedures in place for handling all other institutional ILL requests from outside of ASD. For additional information contact Library Resources, Terri Douthett.

## **II. Interlibrary Loans BETWEEN SCHOOLS:**

Concept: Schools can check out an item to another school using the borrowing school's ILL user record already in WorkFlows. A hardcopy list of ILL Users is available through Library Resources, Suzette Johnstone.

NOTE: There should be only one ILL user record for each school. **DO NOT MAKE ILL USER RECORDS AT YOUR SITE.** If you have already done so, delete those records after checking in all books.

Example:

1. Library Resources sends an ILL request for an item to Airport Heights.
2. Airport Heights checks out the book to Library Resources using the ILL User already established in WorkFlows: (ex: LIBRARY\_REILL)
3. Library Resources receives the book interschool mail.
  - a. Library Resources checks the item in.
  - b. Next the item is checked out to a patron. There will be no indication this is an ILL.
  - c. Library Resources patron returns item. The item is checked in and the display will read "Route /Transit To - - ILL" in the list of discharges window. Then Library Resources interschool mails the item back to Airport Heights.
4. The item now will appear in Airport Heights, What's In Transit wizard.
5. Airport Heights receives the item interschool mail and checks it in from Library Resources ILL.
  - a. 2 methods will check the item in
    1. What's In Transit wizard or Receive Items In Transit wizard
    2. Discharge/Check In wizard
6. Once the item is received or checked in, the item is removed from the What's In Transit wizard.

Note: Use only the barcode on the book to check it in and out. In other words, do not put a different barcode on the book for ILL.

## **III. Interlibrary Loans BETWEEN ASD AND OUT OF DISTRICT LIBRARIES:**

Concept: An Out of District Library sends a request to Library Resources for an ASD item. Library Resources forwards the request to a school holding the item. The item is sent to Library Resources, then to the Out of District Library. The item is returned to Library Resources who then returns it to the school. Contact Library Resources, Terri Douthett for additional information 742-6094..

Remember, you can always click on the dotted underlined words to get more information.

This is a good way to clear up items that are in transit and shouldn't be, books that are yours but on another school's shelves, and books belonging to another library on your shelves. Of course, this list is only correct if the ILL checkout procedure has been done according to instructions.