

# District Policy & Regulations

## BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

PROGRAM  
2523/PAGE 1 OF 2

### INTERLIBRARY LOAN

When building collections cannot meet the curricular needs, arrangements to supplement materials should be made through the library network. The first level of the library network is at the district level. When the district libraries cannot meet the needs, the Columbus Public Library should be contacted. The Columbus Public Library is the District's liaison to state and national resources. The following guidelines will be followed in requesting interlibrary loans from other libraries:

- Borrowing school library media centers and patrons should make every effort to exhaust their own resources before requesting from another library.
- Borrowing school library media centers & patrons should make every effort to return materials promptly.
- All materials borrowed from other libraries will be treated with care and respect.
- Use of borrowed materials will be in accordance with copyright laws and policies

Interlibrary loan should not be used in lieu of collection development and addressing the needs of the school library media collection.

Interlibrary loans may occur from the District's instructional media centers to other libraries. District libraries, however, will have priority for their own materials. The loan period should not exceed that set up by the school instructional media centers for their own patrons, and materials should be returned to the District's instructional media centers on demand.

Materials may be photocopied for interlibrary use as long as copyright laws, regulations, and policies are followed. It is recommended that a copyright warning statement be stamped on any photocopy being provided.

Any type of material may be requested on loan from the Columbus School District instructional media centers. The District will be as generous as possible in responding to requests from other libraries after giving due consideration to the interests of our students and staff. Upon receiving an interlibrary loan request from another library, the Instructional Media Center Directors should process the request promptly and decide on a case-by-case basis whether a particular item should or should not be provided. Instructional Media Center Directors are not expected to process broad requests (e.g., by subject). Instructional media centers ordinarily will not loan the following:

# District Policy & Regulations

## **BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT**

- Books in current and recurring demand, which have extensive holds and waiting lists at the requested instructional media center
- Reference materials
- Materials on reserve for group or class use
- Non-print materials
- Equipment

Interlibrary loan materials borrowed from other libraries by Columbus School District students and staff that are lost or damaged must be replaced by the student or staff member who lost or damaged the material. Interlibrary loan materials borrowed from Columbus School District instructional media centers by other libraries that are lost or damaged must be replaced by the library that borrowed the material.

Adopted: 12/13/04  
Revised: