

Chatham-Kent Public Library

Interlibrary Loan Policy

Purpose

The Interlibrary Loan (ILLO) Policy for the Chatham-Kent Public Library (CKPL) serves a dual purpose. It will identify which material types are suitable candidates for ILLO requests or loans. It will identify the appropriate circumstances under which loan requests from other institutions will be filled or CKPL patrons' loan requests will be submitted.

Background

CKPL participates in the Information Network for Ontario (INFO) through its affiliation with the Southern Ontario Library Service (SOLS). INFO recognizes that libraries may not be able to meet all the informational needs of their patrons. The INFO network allows libraries to "provide their patrons access to the information resources of public libraries across the province and beyond". CKPL will adhere to the INFO Participation Policies and Schedules (updated May 2003).

CKPL will also adhere to Southern Ontario Library Service's Schedule B – Interlibrary Loan Policies and Procedures.

Interlibrary Loan Policy

ILLO requests will be made on behalf of a CKPL patron when material is requested that is beyond the scope of the CKPL collection. CKPL's Collections Development Librarian will review all ILLO requests to ensure they meet following requirements:

- The subject, or level of subject detail, is not suitable for the CKPL collection.
- Items that are out of print or rare.
- Items which are too costly to consider for purchase.

CKPL will not request or loan the following materials:

- Materials published in the current or previous calendar year.
- High-demand materials, such as mass-market paperbacks, textbooks, or book club reading lists.
- Last copies of locally or historically significant material.
- No AV material, with the exception of talking books and books on CD/Tape for patrons registered with CNIB.
- Entire issues of magazines or journals (will photocopy specific portions as requested).

- Multiple copies of the same title.
- Multi-volume sets or series.
- 19th century and early 20th century microfilm/fiche will not be lent to other institutions due to the condition of the material. Microfilm/fiche may be requested from specialized institutions such as the National Library and Archives of Canada, Archives of Ontario, and United Church of Canada.

Limit on usage:

- CKPL reserves the right to limit the number of concurrent requests from patrons based on volume and staffing.

Subject: Interlibrary Loan (ILLO)				File Name: Policy - Interlibrary Loan.doc		Drive: G	
Board Approved Date: March 2007				Issue Date: March 2007			
Revision Date:							
Author: E. Hoppe							
Policy Applies to: All							
Background Documents: SOLS INFO Participation Policies and Schedules SOLS Schedule B – Interlibrary Loan Policies and Practices							