

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

362.1

INTERLIBRARY LOAN

The District may participate in resource sharing with other school and public libraries through interlibrary loan. Resource sharing is defined as lending library media center materials for a specified period of time to another library or patron of another library.

The purpose of resource sharing is to obtain materials not available in one's local library media center. This collective sharing of resources enhances the district's capacity to meet the educational needs of administration, faculty and students.

All types of material regardless of format may be requested on loan from the library media centers. The decision to loan material is at the discretion of the lending library media center. The lending library shall determine in each case whether the materials should or should not be loaned. First priority shall be given to the needs of the district's library. The Library Media Specialist may deny the loan of any material that is available but determined to be needed by any district student or faculty member in the near future. Loaning of the following items may also be restricted at the discretion of the Library Media Specialist:

- books in current and recurring demand with extensive holds and waiting lists;
- reference materials;
- materials on reserve for group or class use;
- non-print materials; or
- equipment.

The borrowing library media centers and patrons of these centers should make every effort to exhaust their own resources before requesting materials from another library. Interlibrary loan activities shall not be used as a substitute for collection development.

The borrowing library shall be responsible for the prepayment of postage or shipping costs. The borrowing library shall be responsible for returning the interlibrary loan materials in the original condition by the due date.

All interlibrary loan activities shall be in compliance with the federal copyright law and guidelines.

LEGAL REF.: Sections 43.72(3) Wisconsin Statutes
 120.12(1)
 120.13
 121.02(1)(h)
 PI 8.01(2), Wisconsin Administrative Code
 Federal Copyright Law (Title 17, U.S. Code)
 Technology Education and Copyright Harmonization Act (TEACH Act)
 Enhancing Education Through Technology Act of 2001

CROSS REF.: 361, Selection and Evaluation of Instructional Materials
 363.2, Student Technology Use
 522.7, Staff Technology Use
 771.1, Use of Copyrighted Materials
 871, Public Complaints about Educational Materials
 District Technology Plan

Approved: November 15, 2004
Revised (WASB): December 20, 2010