

## GYMPIE REGIONAL LIBRARIES

### INTERLIBRARY LOANS GUIDELINE

#### 1.0 PURPOSE AND SCOPE

The aim of this guideline is to define the necessary standards and guidelines implemented by Gympie Regional Libraries to operate an efficient Interlibrary Loans service to meet the needs of Gympie Regional Libraries' clients.

This guideline has been compiled in accordance with the Australian Interlibrary Resource Sharing Code (<http://www.alia.org.au/interlibrary.lending/ilrs.code.html>) and the Queensland Public Library Standards and Guidelines (<http://www.slq.qld.gov.au/info/publib/ill>).

#### 2.0 ACTIONS/METHODS

Gympie Regional Libraries will purchase a wide range of library materials, including reliable print and non-print materials essential to the cultural, inspirational, informational and recreational pursuits of the community.

Where clients request items that are not held by Gympie Regional Libraries and these items fall outside the scope of the library's Collection Development Guideline, efforts will be made to borrow these items from another library service if available.

Interlibrary Loans are processed by the Information Services Librarian, the Interlibrary Loans Officer and any Gympie Regional Libraries staff who have been trained in interlibrary loans processing.

If interlibrary loans cannot be sourced within a reasonable timeframe, the client will be notified. Gympie Regional Libraries commit to expedite interlibrary loans as quickly as possible.

The Interlibrary Loans Officer will investigate and monitor alternate forms of document delivery through professional readings, workshop attendance and information sharing with other interlibrary loans staff.

#### 2.1 Item requests from Gympie Regional Library Clients - regulations

- Where possible interlibrary loans will be obtained from non-charging libraries.
- When item requests are submitted through the on-line request form or in person, the client will be asked if they are willing to pay, if the item is not available at a non-charging library.
- Once a charging library has agreed to supply the item, charges will apply even if the item is cancelled or not collected.
- A limit of three items on request/loan at any one time per client will apply.

- Interlibrary loans may only be requested by permanent members of Gympie Regional Libraries. It is the member's responsibility to ensure their membership contact details are current.
- It is the responsibility of the client to provide adequate details about the requested item, to enable the item to be successfully sourced. e.g. Title, author, edition.
- An item may be returned to the lending library not borrowed if the client's contact details are not correct or if a client fails to collect the item on time. Gympie Regional Libraries will make every effort to contact a client before returning the item to the lending library.
- Clients utilising the interlibrary loan service must abide by loan limits and the loan periods set in place by the lending library.
- Interlibrary loans can be renewed once only, if the lending library permits renewals.
- Interlibrary loans must be returned by the due date with the plastic slip cover.
- The person on whose membership card an interlibrary loan is issued is deemed responsible for the return of the item and for any fees or charges incurred.
- Charges for lost/damaged items will be in accordance with those set by the lending library. These charges will be added to the client's membership record.
- Clients who have overdue or lost interlibrary loans on their record, or who have failed to collect previously ordered material, are not permitted to request other interlibrary loans until the matter is resolved.
- University or TAFE course textbooks are not available for interlibrary loan. Clients should contact their institution of study for this service.
- Clients are able to request photocopies of articles/books subject to the *Copyright Act 1968*.

## **2.2 Gympie Regional Libraries supplying interlibrary loans to requesting libraries - regulations**

- Gympie Regional Libraries will not lend any items held in "not for loan" collections such as Reference and Local History.
- Requests from Gympie Regional Libraries' clients for a particular item will take precedence over requests from other libraries for that item.
- Photocopies of articles/books will be supplied, subject to the *Copyright Act 1968*.
- The loan period for interlibrary loans sent from Gympie Regional Libraries is eight weeks.
- Gympie Regional Libraries does not charge other reciprocal non charging libraries for interlibrary loans. Charging libraries can be confirmed through the Australian Interlibrary Resource Sharing Directory.
- Gympie Regional Libraries will impose charges in accordance with ILRS code guidelines, on libraries that are not reciprocal free lending libraries.
- Outgoing interlibrary loans postage will be paid by Gympie Regional Libraries and return postage will be paid by the borrowing library.
- One renewal will be granted to the borrowing library, providing there are no reservations on the item.