

**Policy #: 362.1**

## **SCHOOL DISTRICT OF WEBSTER**

**Date Adopted: May 17, 2011**

**Date Revised:**

**Policy Title: Interlibrary Loan**

The School District of Webster library media centers provide a wide range of resources that reflect the varying needs and interests of our students and staff to support and enhance the curriculum. We recognize that no single library media center can provide for all the resource needs of its patrons. Therefore, patrons of any of the district's library media centers may access the resources of other district library media centers through interlibrary loan.

Interlibrary loan is a process through which a school's library media center resources are made available to another requesting library media center.

The borrowing school library media centers and patrons of those centers will:

- A. Make every effort to exhaust their own resources before requesting resources from another library.
- B. Return the materials promptly and in good condition.
- C. Be responsible for fines and replacement costs if loss or damage occurs.
- D. Adhere to any restrictions the lending library places on the use of its materials.

The decision to loan material is at the discretion of the media specialist. Each library media center will be as generous as possible with due consideration to the interest of its primary clientele. Lending libraries are expected to process requests promptly but are not expected to process subject and keyword requests.

School library media centers ordinarily will NOT loan:

- A. Library resources in current and recurring demand which have extensive holds and waiting lists at the requested library media center.
- B. Reference materials, equipment, and licensed computer software.
- C. Materials on reserve for individual, group, or class use.

**Cross Reference:**

**Legal Reference:**

### **WISCONSIN STATUTES**

- [Section 43.72](#) [library exchanges]
- [Section 120.12\(1\)](#) [board duty; care, control and management of school property]
- [Section 121.02\(1\)\(h\)](#) [school district standard; provide adequate library services]