

## **TEMISKAMING SHORES PUBLIC LIBRARY POLICY**

**SUBJECT: Resource Sharing**  
**LAST APPROVAL DATE: April 23, 2025**  
**NEXT REVIEW DATE: 2nd quarter, 2029**

**POLICY NO: Circ-6**  
**MOTION: 2025-24**

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Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the Library by providing enhanced access to library materials and information. By participating in resource sharing, the Temiskaming Shores Public Library provides library patrons with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. This policy establishes a commitment to resource sharing partnerships.

1. The Library will participate in resource sharing opportunities by:
  - a. joining collaborative initiatives such as material pools, and the provincial interlibrary loan network
  - b. using resource sharing as an adjunct to, not a substitute for, the library's collection
  - c. purchasing frequently requested titles
  - d. offering provincial interlibrary loan service to users in good standing
2. Interlibrary loan is a transaction in which the Temiskaming Shores Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Temiskaming Shores Public Library on behalf of its user through OCLC WorldShare ILL (WSILL). The Library will:
  - a. adhere to the provincial interlibrary loan policies and participation standards
  - b. make its database of holdings available to the provincial interlibrary loan network
  - c. promote awareness of the interlibrary loan service
  - d. request materials not owned by the library or missing from the library's collection
  - e. request any type of library materials needed for the purpose of study, instruction, information, recreation, or research
  - f. not request items owned by the library and temporarily in use or on reserve
  - g. support the Library's book clubs and other book-based programming by requesting multiple copies of a book even if the library already owns a copy
  - h. strictly observe any conditions for use of loaned materials that are imposed by a lending library
  - i. not charge users a fee for borrowing via interlibrary loan
  - j. consult with patrons in advance regarding fees charged by lending libraries
  - k. be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan

**Conditions of Interlibrary Loan--Borrowing**

1. Requests for interlibrary loans may be made in person, by telephone or electronically. A form must be filled out, and the borrower must be a library member in good standing with the library.
2. Borrowers shall be advised that interlibrary loans are sent by regular mail and that depending on the availability of the item there is a waiting period for requested material.
3. Borrowers shall be advised that not all materials may be available for interlibrary loans. For example, local history documents, DVDs, audiobooks, and very new books may not be available.
4. For microfilms, no more than 6 films per person can be on order at a time.
5. For all other items, no more than 3 items per person can be on order at a time.
6. Lists of items will not be accepted.
7. Items on loan from other libraries will not be held for pickup for longer than 7 business days.
8. The borrowing period for interlibrary loan materials is in accordance with the Temiskaming Shores Public Library's Loan Period policy
9. Renewal of interlibrary loan items is dependent on approval from the lending library. If a lending library has indicated that an item is not renewable, the patron will be advised.
10. Accurate records shall be kept by the Library staff of:
  - a. requests for materials made to other libraries;
  - b. materials which have been received from other libraries;
  - c. the date on which such materials are due back at the lending library;
  - d. the date on which materials are returned to the lending library.
11. All interlibrary loan materials must be returned to Temiskaming Shores Public Library and must not be returned to the lending library directly by the borrower.
12. Any member who shows repeated disregard for the rules concerning the borrowing of interlibrary loan materials may be denied this privilege.

### **Conditions of Interlibrary Loan—Lending**

1. As a partner in the Provincial Inter Library Loan system, the Library will lend items to other libraries when requested through the WSILL system.
2. Items on loan to other libraries will be processed using the WSILL system and checked out on the home library system.
3. Items will be mailed to the borrowing library via Canada Post, using the Canada Post Shipping tool to print shipping labels.
4. The normal loan period will be one month. Exceptions may occur (book club requests, etc.) and will be assessed on a case by case basis.
5. Renewal requests will be accepted based on the popularity of the item on loan for up to one renewal.
6. The borrowing library will not be charged overdue fines, but will be charged for lost or damaged items.
7. Because of replacement costs the Library will not lend DVDs in series, audiobooks, microfilms, or CDs.
8. The Library may choose not to lend newer or popular titles that are in high demand at our libraries.
9. The Library reserves the right to recall items, with five days notice, before the given due date.

### **Collection and disposal of patron information**

1. Information collected from patrons for the purpose of Interlibrary Loans will be collected, stored and disposed of in accordance with the Temiskaming Shores Public Library's Confidentiality Policy Circ-5.

### **Related Documents**

- Public Libraries Act, R.S.O. 1990, Chapter P.44
- TSPL Circ-3 Loan period, renewal, reserves policy
- TSPL Circ-5 Confidentiality policy

(April 23, 2025)