

INTERLIBRARY LOAN CODE FOR THE NORTHEAST FLORIDA LIBRARY INFORMATION NETWORK

Prepared by the NEFLIN ILL Committee 1998, and
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This code is a voluntary agreement adopted by the Northeast Florida Library Information Network (NEFLIN) to govern interlibrary lending among libraries in the Northeast Florida area.

INTRODUCTION

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. This code is intended to make interlibrary loan policies among those libraries adopting it as liberal and as easy to apply as possible. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the region have been exhausted, loan requests to more distant libraries should then conform to the policies of the Florida Library Information Network (FLIN) and the provisions of the National Interlibrary Loan Code for the United States, 1994 or other consortia agreements.

I. Definition

An interlibrary loan is a transaction in which library material, or a legal, legitimate reproduction of the material, is made available by one library to another upon request.

II. Purpose

The purpose of interlibrary loan as defined in this code is to obtain library materials not owned in the local library.

III. Scope

- Any type of material may be requested. However, the lending library has the privilege of deciding in each case whether a particular item should or should not be provided, and whether the original or a copy should be sent. Under the terms of this agreement, borrowing libraries will not ordinarily request:
 - ◆ Books in current and/or recurring demand.
 - ◆ A large number of titles for one person at any one time.
 - ◆ Duplicates of titles already owned.
 - ◆ Materials for class, reserve, or other group use.
 - ◆ Rare materials.
 - ◆ Materials that the borrowing library has access to in electronic format. Exceptions can be made when the electronic format is not comprehensive, e.g. lacking charts or other pertinent illustrations.

- Each participating library will prepare a statement of its interlibrary loan policies and procedures and make it available upon request. OCLC participants should maintain a current policy record on OCLC's NAME-ADDRESS DIRECTORY as well as file a copy with the NEFLIN office.

IV. Protocols

Requests for borrowing materials should be sent to another member library, striving for as equitable distribution as is fair and practical. NEFLN Members may follow the Tier system outlined by the Florida Library Information Network (FLIN); requesting items first locally (from other NEFLIN members) then from other FLIN members, and then through the State Library as a last resort. Member libraries should be aware that significant collections exist not only in large academic and public libraries, but in community colleges, private academic, special, and school libraries as well. Effort should be made, where possible, to avoid making excessive demands of only a few libraries. One way to achieve this is through the Custom Holding feature of the OCLC PRISM System.

V. Responsibilities of Borrowing Libraries

- The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received back by the lending library. The borrowing library is responsible for packaging the material so as to insure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preferences of the lending library.
- Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.
- Borrowing libraries should make every effort to exhaust their own resources before resorting to interlibrary loan.
- The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be with all requests.
- Requests for materials must be described as completely and accurately as possible following accepted bibliographic practice. Every effort should be made to include verification or source of the citation. If this is not available, a statement should be included on the form stating such.
- Requests should be transmitted by the standard methods (ALA form, OCLC) and each request should specify "NEFLIN" somewhere on the form. Fax requests should conform to the FLIN Fax Policy as contained in the FLIN Manual.
- No library will lend directly to an individual on an interlibrary loan basis, (i.e., hand carried requests) except by mutual agreement between the libraries involved.
- The borrowing library and its patrons must comply with the conditions of loans established by the lending library.

VI. *Responsibilities of Lending Libraries*

- The decision to lend material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.
- The lending library is not expected to process subject requests.
- The lending library should respond to requests promptly, making every effort to process requests within two working days. All reasonable attempts should be made to speed RUSH requests.
- The lending library is responsible for clearly stating all conditions of the loan.
- The lending library should notify the borrowing library when unable to fill a request. In cases where the citation is incorrect, the lending library should so notify the requesting library.

VII. *Expenses*

- No charges will be levied for book loans or reproductions of 25 pages or less. The lending library may charge for reproductions exceeding 25 exposures.
- The borrowing library should be prepared to assume any costs charged by the lending library in excess of 25 reproduced pages and should attempt to anticipate charges and authorize them on the initial request. If the charges are more than what is authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VIII. *Duration of Loan*

- The duration of loan shall be set by the lending library.
- Every effort should be made to return materials by the due date.
- Renewal requests should be kept to a minimum. A renewal request should be sent to the lending library by the original due date.
- All material on loan is subject to immediate recall. The borrowing library must comply promptly.

IX. *Statistics*

OCLC-based transactions are electronically collected for information gathering purposes. In order to accurately report the resource sharing activities in the NEFLIN region, it is necessary for NEFLIN to collect statistics for non-OCLC transactions. Using the FLIN Document titled *Non-OCLC Document Delivery/Interlibrary Loan Reporting Form*, member libraries should submit to the NEFLIN office the total number of items borrowed and loaned each month.

X. *Compliance with this Code*

Each library is responsible for maintaining the provisions of this code in good faith. Any violations of the code should be reported to the NEFLIN who will negotiate and resolve any disagreements among members.