

## **LIBRARY EXCHANGES POLICIES AND PROCEDURES**

All of the resources of the Stanley Boyd School District shall be available for loan and/or photocopying to all citizens of the school district. The resources shall also be available for interlibrary loan through the Stanley and Chippewa County Public Libraries within the Indianhead Federated Library System with the exception of audio-visual equipment and resources currently in use for instructional purposes. All the rules and regulations at the Stanley-Boyd Area Public School Libraries shall apply to citizen and interlibrary loan.

The library relies on resource sharing and interlibrary loan programs:

1. to extend access to information and materials not normally acquired
2. to support interlibrary loan as a concept to foster interlibrary cooperation and resource sharing
3. to extend budget funds as effectively as possible

However, interlibrary loan activities will not be used as a replacement for ongoing collection development. No library has either the space or resources to anticipate and purchase everything patrons find useful.

The following guidelines shall be followed when handling interlibrary loan requests:

1. Every effort will be made to meet patron needs with district collections before beginning the outside interlibrary loan process.
2. Loaning and borrowing of materials will be at the discretion of the school library staff as stated in Wisconsin State Statute 43.72 (3) (as shown below).
3. Patrons will be personally responsible for all materials borrowed for them and will need to pay replacement cost for all materials that are lost and damaged while in their possession.
4. All library services will be revoked until replacement costs are repaid.

The library participates in resource sharing with any library without charge for the Interlibrary Loan Services. The Stanley-Boyd School District shall follow guidelines as stated in the Wisconsin State Statutes 43.72 – Interlibrary Loans.

43.72(1) School library books and other instructional material belonging to one school district may be loaned to another school district for use in any school library of that school district.

43.72(2) Any public library board and school board may make such exchanges and loans of books and other instructional material as are agreed upon for the purpose of increasing the efficiency of both libraries and ensuring the best service to the schools and all citizens.

43.72(3) Any school district that borrows materials through a public library system shall reciprocate by sharing with other participating libraries materials that are not immediate or constant demand by the school library's primary clientele, as determined by the school district.

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