



Orangeville Public Library

Resource Sharing Policy

Board motion number: 22:15

Date of next review: June 2026

Date: June 22, 2022

Date of original motion: November 2014

Policy type: Operational

Chair's signature: _____

Purpose:

This policy establishes the Orangeville Public Library Board's commitment to resource sharing, including but not limited to, the Interlibrary Loan Network of the Ontario Library Services.

By participating in resource sharing, the Orangeville Public Library provides library customers with access to shared collections, the collections of other libraries, and makes its collections available to other libraries.

Background:

As each library collection is unique, and as no single collection can satisfy all the needs of all its customers, public libraries can greatly enhance their service by sharing materials. Resource sharing through the provincial interlibrary loan network is a key service that supports the mission of the library by providing enhanced access to library materials and information. The act of sharing advances the principle of equity of access by mitigating regional disparities in library service.

Policy:

The Orangeville Public Library recognizes that library cooperation is essential to meeting the information and recreational needs of Orangeville residents and library customers throughout the province.

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) offering provincial interlibrary loan service to customers in good standing

2. Interlibrary loan is a transaction in which the Orangeville Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Orangeville Public Library on behalf of its patron through INFO (Information Network for Ontario). The library will:

- a) adhere to the provincial interlibrary loan policies and participation standards (INFO Participation Policies and Schedules)
- 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
- 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 customers a fee for borrowing via interlibrary loan
- j) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan

3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:

- a) make available the broadest range of materials for interlibrary loan with the following exceptions:
 - i. equipment
 - ii. materials limited by licensing agreements
 - iii. materials designated as non-circulating reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
- b) respond to requests within 2 business days
- c) ship items via the safest, most economical, and efficient means (such as SOLS courier service, Canada Post)
- d) circulate items for (at minimum) the same period as for regular circulation
- e) grant renewals unless the material is needed for another customer of the library
- f) charge for overdue, damaged, or lost materials based on the Orangeville Public Library Borrowing Policy

Related Documents:

INFO (Information Network of Ontario) Participation Policies and Schedules
Orangeville Public Library Borrowing Policy