

SAMMIE INTERLIBRARY LOAN

SAMMIE's approach to interlibrary loan within its 18 county region is to facilitate direct resource sharing among member libraries.

A SAMMIE Member library wishing to borrow materials from another member library may contact that library directly or contact their local public library. If a public library cannot provide the resources needed, they should treat the requesting library as any other patron & use their Public Regional System's established interlibrary procedure.

SAMMIE's member Regional Public Library Systems [Pioneerland; Plum Creek], as well as Rice Memorial Hospital, Willmar have agreed to assist SAMMIE member schools and special libraries in locating and requesting materials not available within our 18 county region.

Member libraries should feel free to contact another SAMMIE member library to negotiate mutual resource sharing arrangement(s). SAMMIE staff will be happy to work with members to assist with this approach.

Contact the SAMMIE office if you have questions or need more information!

I. DEFINITION OF INTERLIBRARY LOAN

Interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

II. PRINCIPLES OF INTERLIBRARY LOAN

- A. Each library will first serve their own primary clientele before loaning materials through Interlibrary Loan. The lending library determines what materials it can and will loan to other SAMMIE member libraries. If the lending library's patron needs material that has been interlibrary loaned, they may request its prompt return.

- B. No library can fully meet all the information needs of its patrons from its own collection. The librarian of the borrowing library will establish whether a patron request for materials meets the mission/objectives of their institution. Interlibrary loan requests are made only for the institution's primary clientele. Any library should fill at least 95% of their clients' needs from their own collection.
- C. Interlibrary loan borrowing is not a substitute for the development of an adequate collection. Requesting libraries that find that they are borrowing a specific item more than twice or are making requests in a given subject area on a repeated basis should evaluate their own collections and purchase materials to cover these needs.
- D. Libraries will not normally request rare, bulky, fragile or inexpensive items.
- E. SAMMIE member libraries should first seek materials within this region. Materials that cannot be located in the SAMMIE region may be requested from outside the 18 county area through the Public Libraries.
- F. **Borrowing libraries must follow applicable copyright law and keep the records required to show compliance. COPYRIGHT COMPLIANCE IS THE RESPONSIBILITY OF THE BORROWING INSTITUTION.**
- G. Materials should be returned to the lending institution on time and in the same condition in which they were received. **REPAIR, REPLACEMENT COSTS OR FINES ARE THE RESPONSIBILITY OF THE BORROWING LIBRARY** based on the lending library's policies.

III. INTERLIBRARY LOAN POLICY

- A. Responsibility of the Borrowing Library
 1. Before placing interlibrary loan requests, the requesting library needs to:
 - a. Conduct an exhaustive search of their own and local resources
 - b. Search the state supported online databases
 - c. Search MnLINK Gateway (www.mnlink.org) for Southwest Minnesota libraries
 - d. Encourage patron to visit the other libraries and use the materials there
 2. **THE BORROWING LIBRARY IS RESPONSIBLE FOR COMPLIANCE WITH COPYRIGHT LAW AND ITS GUIDELINES.**
 3. The borrowing library assumes responsibility for the safe and prompt return of materials and will meet any repair or replacements costs & fines incurred.
 4. The borrowing library must honor any conditions of the loan established by the lending library.

5. Materials on loan are subject to recall.
- B. Responsibility of the SAMMIE Office
1. Reimburse postage, fax charges and copying costs to those member libraries that find providing interlibrary loan services to other member libraries to be a financial burden. Proof of interlibrary loan activity will be based on the lending libraries records. Copies of loan transactions should be sent with invoice.
 2. Coordinate interlibrary loan between and among member libraries, acting as both a facilitator and a mediator.