

Guidelines

General Guidelines

1. Resources in the two library media centers of the Tri-County Area School District shall be available to all students and staff of the District and circulated following library media center procedures. Patrons may visit either library, or requests for materials may be made through LMC staff.
2. Members of supporting communities may borrow circulating materials from District library media centers, with first consideration given to District students and staff.
3. Patrons requesting interlibrary loan shall be referred to the area public libraries, which are serviced by Wisconsin's state library systems. Some loans for staff may be made through informal arrangements between LMC and local public library staff.
4. Records from the District's library computer catalog shall be entered and maintained in WisCat, the Wisconsin State union catalog, by library media staff.
5. Resources from our District's library media centers may be requested from other libraries. The District will lend materials to other libraries with first consideration being given to the needs within our District.

Rights and Responsibilities of the Lending Library

1. The lending library will decide if a resource is eligible for interlibrary loan. Although materials may be requested, the individual library retains the right of deciding in each case whether a particular item should or should not be loaned. Limitations may include:
 - a) Materials in current use or recurring demand.
 - b) Materials on reserve for group or class use.
 - c) Materials that do not circulate, except at the discretion of the lending library (e.g. Reference books, CD-ROMS, periodicals).
2. The lending library shall establish a reasonable loan period for material loaned.
3. The lending library shall respond to all requests as promptly as possible.
4. Delivery of requested materials, and related costs, shall be the responsibility of the lending library.

Rights and Responsibilities of the Borrowing Library

362.1R Resource Sharing Rule continued

1. Borrowing libraries and patrons of these libraries should make every effort to exhaust their own resources before requesting from another library.
2. All materials borrowed must be returned by the due date or when requested by the lending library.
3. Return of borrowed materials, and related costs, shall be the responsibility of the borrowing library.
4. The borrowing library is responsible for the safety of all resources borrowed and must reimburse the loaning library for lost or damaged materials.

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