Resource Sharing

Policy Number: **OP-05**
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Year of Next Review: **2028**

Resource sharing through provincial interlibrary loan networks and local reciprocal borrowing service agreements are primary services that support the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Port Colborne Public Library provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. This policy establishes a commitment to resource sharing partnerships.

1. The library will participate in resource sharing opportunities by:
    a) joining collaborative initiatives such as material pools, the provincial interlibrary loan network, reciprocal borrowing service agreements, and local cooperative library consortia such as the Libraries in Niagara Cooperative (LiNC)
    b) using resource sharing as an adjunct to, not a substitute for, the library's collection
    c) offering local reciprocal borrowing and provincial interlibrary loan services to users in good standing

2. Interlibrary loan is a transaction in which the Port Colborne Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Port Colborne Public Library on behalf of its user through ILL (Interlibrary Loan) Network. The library will:
    a) adhere to interlibrary loan policies and participation standards
    b) make its database of holdings available to the interlibrary loan network
    c) promote awareness of the interlibrary loan service
    d) request materials not owned by the library or missing from the library's collection
    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 users a fee for borrowing via interlibrary loan
j) consult with users in advance regarding fees charged by lending libraries
k) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan or through reciprocal borrowing
l) reserve the right to limit the number of concurrent requests by an individual user

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:
        - materials limited by licensing agreements
        - materials designated as non-circulating
        - materials too fragile to be shipped
        - lendable technology
    b) reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
    c) respond to requests within two (2) business days or as soon as possible
    d) circulate items for the same period of time as for regular circulation
    e) grant renewals unless the material is needed for another user of the library
    f) charge for overdue, damaged or lost materials based on the Port Colborne Public Library Circulation Policy

4. The Port Colborne Public Library participates in resource sharing as a partner library in the Libraries in Niagara Cooperative (LiNC). The parameters for the reciprocal borrowing of resources are set out in the LiNC Circulation Policy. The policy is reviewed annually by the LiNC Executive Team and follows all provisions of the *Public Libraries Act*.

    The current LiNC policy will be included in Section 1 of the Port Colborne Public Library Circulation Policy (OP-12) as approved by the Board.

    In the event of any conflict between the policies, library staff will adhere to the requirements set out in Port Colborne Public Library Circulation Policy (OP-12).

Related Documents:

- Port Colborne Public Library. OP-12: Circulation Policy
- Libraries in Niagara Cooperative (LiNC). Circulation Policy