

MEDFORD AREA PUBLIC SCHOOL DISTRICT

**DATE ADOPTED:** February 16, 1989      **FILE SECTOR:** INSTRUCTION  
**DATE REVISED:** October 18, 2001      **POLICY TITLE:** INTERLIBRARY LOAN  
**DATE REVISED:** March 15, 2007                      **OF MATERIALS**  
**DATE REVISED:** November 21, 2013  
**DATE REVISED:** February 24, 2020

Philosophy, Aims and Objectives

Medford Area Public School District library/media programs support resource sharing within the district, regionally through Wisconsin Valley Library Service (WVLS) and statewide through Catalog of Wisconsin Library Holdings (WISCAT). Sharing materials locally and statewide is consistent with our philosophy since it aids in providing materials to our students/staff. State laws require districts receiving materials through interlibrary loan to reciprocate.

Districtwide Sharing of Resources

Librarians may request material for students/staff by contacting the other building librarians or electronically via Destiny.

WVLS and WISCAT

In order to participate in resource sharing, schools in our district that desire to use the services will share their catalog and fulfill requests.

The following policies will govern interlibrary loan in this district.

Limitations

- Any item in current use, on reserve, or in heavy or anticipated demand may be refused.
- Any item lost or damaged will be paid for according to regular student/staff policies.
- Copyright statements will be provided to students/staff with “fair use” information. The library may refuse to copy items that would violate copyright laws.
- Non-circulating items will not be loaned.

Media types

- Materials will be signed out to interlibrary loan patrons for a period of five weeks including mail time.
- Reference book circulation is at the discretion of the building Librarian. Photocopies of reference book articles may substitute for circulation. Students/staff will not be charged for photocopies.
- Periodical articles may be photocopied for students/staff at no cost.

**CROSS REFERENCE:**

**LEGAL REFERENCE: 43.72, 121.02(1)(h) Wis. Stats. & PI 8.01(2)(h), Wis. Admin. Code**