

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 1989
DATE REVISED: October 18, 2001
DATE REVISED: March 15, 2007
DATE REVISED: November 21, 2013

FILE SECTOR: INSTRUCTION
POLICY TITLE: INTERLIBRARY LOAN
OF MATERIALS

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 state-wide through WISCAT. Sharing materials locally and statewide is consistent with our philosophy since it aids in providing materials to our patrons. State laws ~~do~~ require districts receiving materials through interlibrary loan to reciprocate.

District-wide Sharing of Resources

Librarians may request material for patrons by contacting the other building level 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 share their catalog and fulfill requests.

Loan periods and restrictions - the following policies will govern interlibrary loan in this district.

1. Limitations
 - a) Any item in current use, on reserve, or in heavy or anticipated demand may be refused.
 - b) Any item lost or damaged will be paid for according to regular patron policies.
 - c) Copyright statements will be provided to patrons with "fair use" information. The library may refuse to copy items that would violate copyright laws.
 - d) Non-circulating items will not be loaned.
2. Media Types
 - a) Materials will be signed out to interlibrary loan patrons for a period of five weeks including mail time.
 - b) Reference book circulation is at the discretion of the building Librarian. Photocopies of reference book articles may substitute for circulation. Patrons will not be charged for photocopies.
 - c) Periodical articles may be photocopied for patrons at no cost.

CROSS REFERENCE:

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