

## **South Dakota Share-It: Statewide Interlibrary Loan Policy**

### **South Dakota Codified Laws**

**(SDCL): 14-1-48 and 14-1-40 (4) (<http://sdlegislature.gov/>)**

Statewide interlibrary loan is a cooperative program for connecting South Dakota citizens with needed information and resources that are not available through local libraries or consortia. The goal is to optimize access to library collections across the state. It is a network of all types of libraries designed to identify, request, and obtain materials for users in the most efficient way possible.

Interlibrary loan supplements, not replaces, local and consortial collection development and is used to retrieve material outside the scope of the local library's collection.

Resource sharing is one tool available to help meet user needs. Interlibrary loan also provides a means by which scarce resources can be stretched by sharing materials rather than having each library duplicate the efforts of others.

It is recognized that interlibrary loan service is one of many services provided by libraries and that many factors affect the quality and breadth of library service that each library can provide. Interlibrary loan is a major means of balancing and equalizing service to South Dakota residents.

The guidelines outlined in this document aim to provide a common understanding and give libraries guidance in how to participate in the state's interlibrary loan system.

Staff in libraries of all types should review the guidelines and use them when conducting interlibrary loan activities in order that all libraries can share resources as equally as possible.

### **South Dakota Statewide Interlibrary Loan Guidelines**

These interlibrary loan guidelines reflect the expectations of library staff and patrons participating in interlibrary loan within South Dakota. These guidelines outline best practices in interlibrary loan statewide. Following the guidelines will best serve library users while making the statewide interlibrary loan system manageable for library staff. It is understood that consortia and libraries in shared automated systems may develop their own local, specific interlibrary loan policies.

### **Library Staff Guidelines**

- 1) Interlibrary loan is an adjunct to, not a substitute for, adequate collection development in local libraries. The statewide interlibrary loan system is used to provide access to materials beyond the scope of the borrowing library's collection and not readily available locally or via shared integrated systems or through consortia.
- 2) Interlibrary loan is primarily intended to provide an individual with a physical loan of defined duration or a non-returnable copy or scan from another library.

- 3) All South Dakota libraries are eligible to participate in statewide interlibrary loan, either as:
  - Full participants in South Dakota Share-It or
  - By placing requests as institutional patrons of the South Dakota State Library
- 4) Any type of library may be a full participant in South Dakota Share-It and initiate interlibrary loan requests, providing it is also willing to share its resources.
- 5) Public Libraries are gateways to the interlibrary loan system for users who are not served by another type of library and who need an access point for a particular type of information.
- 6) Every library provides staff and/or instructions that help users place requests and determine the best strategy for having their requests filled.
- 7) Costs for interlibrary loan services are as follows:
  - The costs for providing the statewide interlibrary loan system, South Dakota Share-It, are borne by the South Dakota State Library
  - The costs for courier service are borne by the South Dakota State Library
  - The costs for shipping via other means are borne by the individual libraries, but per individual library policy, shipping and handling costs may be passed along to patrons
- 8) Library administrators should consider interlibrary loan to be a secondary tier, but nevertheless, basic service and budget funds for provision of that service (i.e. shipping costs).
- 9) Libraries that participate in the state's union catalog are strongly urged to update their holdings information in a timely manner:
  - They must update holdings at least once a year
  - It is recommended that holdings are updated more often if large weeding projects are conducted or multiple additions to holdings are made
  - If holdings are not updated annually, borrowing will be suspended until holdings are updated

### **User Expectations**

- 1) Library users are informed about interlibrary loan services.
- 2) Library users are able to place interlibrary loan requests at access points that are convenient for them.
- 3) Library users expect that library staff will make a reasonable effort to obtain needed information and materials.

- 4) Library users expect that library staff will keep interlibrary loan requests confidential. Staff should not share patron's name with potential lenders. (South Dakota Codified Laws (SDCL): 14-2-51 (<http://sdlegislature.gov/>))
- 5) Public library users may be charged a reasonable fee to receive interlibrary loan services.

### **Lending and Borrowing**

- 1) The South Dakota Statewide Interlibrary Loan Guidelines are based on accepted national practice but reflect local needs and practices.
- 2) Library staff will use the [Interlibrary Loan Code for the United States](#) when borrowing outside the state.
- 3) Library staff follows statewide interlibrary loan guidelines and uses appropriate mechanisms for balancing borrowing and lending among libraries.
- 4) Library staff applies copyright rules and fair use guidelines consistently.
- 5) Interlibrary loan may be useful for patrons needing materials owned by their library, but which are damaged or missing.
- 6) Libraries are encouraged to lend as freely as possible and consider filling requests regardless of format. It is recognized that some materials will not be loaned, but the desired outcome is to have liberal lending policies among participating libraries.
- 7) Generous loan periods are encouraged. The lending library will consider delivery time of materials when setting due dates.
- 8) The due date is defined as the date the materials are due to be checked-in at the lending library. Lending libraries should allow a grace period before sending overdue notices to account for items in transit back from the borrowing library.
- 9) The lending library acts on interlibrary loan requests as soon as possible, with the majority of requests acted upon within two working days.
- 10) The lending library (not the borrowing library) will determine delivery method. Borrowing libraries will submit requests that do not limit by delivery mode, recognizing that it will be delivered and returned according to the policy of the lending library.
- 11) Lenders should deliver photocopies electronically whenever possible. Copies should be complete and legible and adhere to any special instructions.
- 12) The borrowing library should not request the following items outside of their local catalog:
  - Materials on bestseller lists or high demand titles in all formats (e.g..., new media),
  - Pre-publication titles

- 13) Borrowing multiple copies of titles for group use (e.g... book discussion groups) is an exception to the general guidelines of not borrowing what is owned by the library.
- 14) The borrowing library can make requests for renewals before the due date, and the lending library will provide a timely response to the request, usually within four working days. If the lender does not respond, the borrower may assume the renewal has been granted, extending the due date by the same length of time as the original loan.
- 15) The borrowing library is responsible for borrowed materials from the time it leaves the lending library until it has been returned to and been received by the lending library. If damage or loss occurs, the borrowing library is responsible for compensation or replacement.
- 16) The borrowing library abides by the specific policies of lending libraries, such as costs, special handling and delivery mode. Borrowers should never affix adhesive labels or tape to a borrowed item.
- 17) The borrowing library must comply with U.S. Copyright Law and take into consideration related guidelines, policies and procedures, such as CONTU.

#### **Resource Sharing Best Practices for Library Staff**

- 1) Libraries are encouraged to lend as freely as possible. It is recognized that some materials cannot or will not be loaned, but the desired outcome is to have liberal interlibrary lending policies among participating libraries. The following practices are designed to assist libraries in making the best use of interlibrary loan services.
- 2) Interlibrary loan relies upon bibliographic records and accurate holdings of participating libraries. Holdings in local or shared catalogs should be updated regularly. Outdated or inaccurate bibliographic records seriously impact the efficiency of an interlibrary loan system.
- 3) A library will only borrow what it is willing to lend. The [Interlibrary Loan Code for the United States](#), as published by the American Library Association states "It is evident that some libraries are net lenders and others are net borrowers, but the system of interlibrary loan still rests on the belief that all libraries are willing to lend if they are willing to borrow". Libraries are encouraged to treat requests for materials equally, regardless of the format desired by the borrower. Libraries may request a media format that is not owned at their library, with the expectation that if the library purchases materials in that format they would lend it.
- 4) Possible alternatives to borrowing and lending include:
  - The borrowing library purchases the item for its own collection instead of borrowing
  - The borrowing library makes use of available electronic and virtual resources
  - The lending library photocopies a section or an article if allowable by copyright

- The borrowing library requests substitute editions when possible or appropriate
  - The patron may need to travel to the owning library to use the item if no other options are available
- 5) Limitations to borrowing materials - borrowing libraries should train patrons to use their local or shared online catalog. Requests should be placed in the local catalog as a first priority and requested from outside the area if not owned locally. According to the [Interlibrary Loan Code for the United States](#), "Interlibrary loan is intended to complement local collections and is not a substitute for good library collections intended to meet the routine needs of users." The borrowing library will limit requests outside of their local catalog for the following items:
- Materials on bestseller lists or high demand titles in all formats (e.g.. new media)
  - Materials which are on order at the borrowing library
  - Materials which are on order within the borrowing library's shared automation system or consortium
  - Materials which are in use (checked out) within the borrowing library's shared automation system or consortium
  - Titles that have not yet been published but have prepublication information in verification sources
  - Old and rare books - many may be freely available online

Interlibrary loan requests in these situations are made only if special conditions or considerations apply.

Borrowing multiple copies of titles for group use (e.g.. book clubs) is an exception to the general guidelines of not borrowing what the library owns, but new materials or materials in high demand should never be ordered in multiple copies.

### **Responsibilities of the Borrowing Library**

- 1) The borrowing library should make every effort to meet most needs and interests of its primary users and to make reasonable efforts to use its own resources before initiating an interlibrary loan.
- 2) The borrowing library should make every effort to obtain material or transmit requests to potential suppliers in as timely a manner as possible.
- 3) The borrowing library should establish and maintain an interlibrary loan borrowing policy, and make it available to users.
- 4) The borrowing library should inform users of the availability and purpose of interlibrary loan.

- 5) The borrowing library should ensure the confidentiality of the user.
- 6) The borrowing library should ensure that all persons working in interlibrary loan are familiar with these guidelines and follow the protocols.
- 7) The borrowing library should be aware of the lending policies of potential supplying libraries for any restrictions, fees or special instructions.
- 8) The borrowing library should make every effort to describe the desired material as completely and accurately as possible.
- 9) The borrowing library will comply with current Copyright Law governing both print and digital resources, including "fair use," (Title 17, U.S. Code) and its accompanying National Commission on New Technological Uses of Copyright Works (CONTU) Guidelines. Information on copyright law can be accessed at [www.copyright.gov](http://www.copyright.gov) with information on the digital copyright law found at [www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf). Information specific to libraries and digital copyright can be found at the American Library Association website located at <https://www.ala.org/advocacy/copyright/dmca>. Information on the CONTU guidelines can be found at [www.cni.org/docs/infopols/CONTU](http://www.cni.org/docs/infopols/CONTU) or the Copyright Clearance Center at [www.copyright.com](http://www.copyright.com).
- 10) If fees are charged, the borrowing library is responsible for indicating a maximum cost that the user is able to pay at the time of the request and is responsible for any fees or charges associated with the borrowed material. If no maximum cost is indicated for patrons, the borrowing library is responsible for paying all remaining costs.
- 11) The safety of borrowed materials is the responsibility of the borrowing library. Ultimate financial responsibility for replacement or compensation for materials resides with the borrowing library. The borrowing library is responsible for borrowed materials from the time they leave the lending library until they have been received back by the lending library.
- 12) The borrowing library and its users must comply with the conditions of the loan as established by the lending library, including any special instructions and recall notices.
- 13) A renewal request, if permitted by the lender's policy, should be sent in time to reach the lending library before the due date. If the lending library does not respond, the borrowing library may assume that the renewal has been granted for the same length of time as the original loan period. A lender's recall can still override this renewal.
- 14) The borrowing library should honor the due date and enforce any use restrictions specified by the lending library. The due date is defined as the date the material is due to be checked in at the lending library.
- 15) If a user needs to travel to another library for on-site access to materials, the borrowing library should assist the user in making the necessary arrangements with the owning institution.

- 16) Aiding Collection Development: the borrowing library should periodically review interlibrary loan requests and add frequently requested material to its collection.

### **Responsibilities of the Lending Library**

- 1) The lending library should expect that the borrowing library has made reasonable efforts to utilize its own resources before resorting to interlibrary loan.
- 2) The lending library should establish and maintain an interlibrary loan lending policy, making it available publicly.
- 3) The lending library should complete or respond to requests within a timely manner.
- 4) The lending library is encouraged to share materials regardless of format.
- 5) The lending library should verify that the correct item is being sent by carefully checking the bibliographic information on the request with the item in hand.
- 6) The lending library should notify the borrowing library when unable to fill a request and, if possible, state the reason for not filling the request.
- 7) The lending library has the right to decide on a case-by-case basis whether a particular item, in original format or copy, can be provided.
- 8) The lending library will comply with current Copyright Law (17 U.S.C.) governing both print and digital resources. Information on copyright law can be found at [www.copyright.gov](http://www.copyright.gov) and information specific to digital copyright can be located at [www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf).
- 9) The lending library has the right to limit the number of items from a set or series lent at one time.
- 10) The lending library has the responsibility to honor maximum cost limits as stated. If the lending library fills a request and imposes a lending fee that exceeds the borrower's cost limit, the borrower is only responsible for the stated maximum cost.
- 11) The lending library should include a copy of the original request or information sufficient to identify the request with each item. Conditions of the loan and any special return packaging or shipping requirements should be stated clearly. Material should be appropriately packaged and addressed.
- 12) The lending library should state the due date on the request form or on the material. The due date is defined as the date the materials are due to be checked in at the lending library.
- 13) The lending library should clearly indicate its fees when charges are levied. Invoices should specifically identify the item to which the charge applies.

- 14) The lending library should respond promptly to requests for renewals.
- 15) The lending library should make every effort to locate items within their collections if a borrowing library has reported the item returned. While the borrowing library is ultimately responsible for paying for or replacing lost items, tracing and locating errant items is the responsibility of both parties.

### **Nonobservance of Guidelines**

- 1) Interlibrary loan is a privilege, not a right. Each library is responsible for maintaining the provisions of these guidelines in good faith.
- 2) Continued disregard of any provisions of these guidelines is sufficient reason for suspension of borrowing privileges after prior warning.

### **References**

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