



# CASSELMAN PUBLIC LIBRARY



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Policy Type:	Operational	Policy Number:	OP-09
Policy Title:	Interlibrary Loans	Initial Policy Approval Date:	January 25, 2021
		Last Review/Revision Date:	
		Year of Next Review:	January 25, 2026

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Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Casselman Public Library provides library users with access to the collections of other libraries.

1. The library will participate in interlibrary loans by:
  - a) using resource sharing as an adjunct to, not a substitute for the library's collection
  - b) purchasing frequently requested titles
  - c) offering provincial interlibrary loan service to users in good standing
  
2. Interlibrary loan is a transaction in which the Casselman Public Library borrows materials directly from another library on behalf of a user. The library will:
  - a) adhere to the provincial interlibrary loan policies and participation standards
  - b) promote awareness of the interlibrary loan service
  - c) request materials not owned by the library or missing from the library's collection
  - d) request any type of library materials needed for the purpose of study, instruction, information, recreation, or research
  - e) not request items owned by the library and temporarily in use or on reserve
  - f) strictly observe any conditions for use of loaned materials that are imposed by a lending library
  - g) not charge users a fee for borrowing via interlibrary loan