

1.0 INTENT

To define the terms and conditions regarding the request and supply of items on inter library loan from Bundaberg Regional Library Service to other libraries.

2.0 SCOPE

This policy applies to all Australian libraries.

3.0 POLICY OBJECTIVES

The objectives of this policy are:

- a) to ensure the document delivery service remains at a level within the bounds of Library and staff resources;
- b) to ensure Bundaberg Regional Library Service maintains a cordial inter library loan relationship with other libraries, and that such relationships are not jeopardised.

4.0 POLICY

For libraries wishing to request an item on inter library loan from Bundaberg Regional Library Service, the following basic criteria will apply:

4.1 Items available for inter library loan

- Adult non fiction books
- Adult fiction books
- Adult fiction book tapes/CDs
- Adult non fiction book tapes/CDs

4.2 Items unavailable for inter library loan

- New titles
- Popular titles
- Videos / DVDs / music CDs
- Items from the junior and youth collections
- Maintenance and repair manuals (cars, motorcycles, boat engines, etc)
- Items from the Reference collection
- Items from other special collections (eg, local history)
- Items required to support academic research/coursework (TAFE, University, school, etc)
- Items in poor/fragile condition

4.3 Costs

- Bundaberg Regional Library does not charge a fee for document delivery/inter library loan.

4.4 Eligibility to request an inter library loan

- Any Australian library is eligible to request an inter library loan from Bundaberg Regional Library.
- Bundaberg Regional Library reserves the right to decline to supply a requested item.

4.5 Requesting an inter library loan

- Requests may be made to the Inter Library Loans Officer (the Reference/Internet Librarian, Bundaberg branch), by email, phone, mail or fax.

4.6 Limits on inter library loans

- Each library service will be permitted a maximum of 10 requests.
- This is in order to ensure the document delivery/inter library loan service remains at a level within the bounds of Library and staff resources.

4.7 Waiting periods for inter library loans

- The wait for an item to be sent/received will depend on:
- the reserve list (if any) on the item
- available Library and staff resources to the process and send the item.

4.8 Loan period for inter library loans

- Loans will be issued to the requesting library for an eight (8) week period.

4.9 Extension of the loan period for inter library loans

- Should an extension of time on the loan be required, please contact the Inter Library Loan Officer.
- A maximum of 2 extensions will be granted providing there are no reservations on the item.
- Each extension will be for a four (4) week period.

4.10 Returning inter library loans

- All inter library loans should be returned to the Inter Library Loan Officer, Bundaberg Library, Bundaberg Regional Library Service.

4.11 Unreturned, lost, or damaged inter library loans

- The requesting library shall be liable for any and all costs associated with unreturned, lost or damaged inter library loans.
- The fee shall be the cost of the item as per the Bundaberg Regional Library Service database, plus GST.

5.0 CONTROLS

Not applicable.

6.0 EFFECTIVE FROM

The Bundaberg Regional Library Service Document Delivery Governance Policy was adopted by Bundaberg Regional Council on 8th July 2008 (Item H3).

This Policy is effective from 5th August 2008.

7.0 ASSOCIATED DOCUMENTS

Not Applicable