

# **East Allen County Schools**

## **Interlibrary Loan Policy**

East Allen County School libraries house a wide range of materials that support and enhance the curriculum, and that reflect the varying needs and interests of its students and faculty. In this information-rich era, however, no school library can afford to be totally self-sufficient, and a library's ability to provide access to resources beyond its walls is a valuable service offered to the students and faculty of East Allen County Schools. For this reason, each school participates in an interlibrary loan program.

### **Definition**

Interlibrary loan is defined as lending school library media center material to another library or patron of another library for a specified time.

### **Purpose**

The purpose of interlibrary loan is to obtain materials not available in the local library.

### **Interlibrary Loan**

- Request forms will be used to request material (see form below).
- Interlibrary loan materials will be transported by the courier service provided by East Allen County Schools.
- Individuals borrowing library material must be enrolled or employed by the school district.
- Librarians and media paraprofessionals should make every effort to exhaust their own resources before requesting from another library.
- Materials borrowed should be returned by the due date assigned by the lending library.
- Borrowing libraries must adhere to any restrictions that the lending library places on the use of their material.
- Each loan will be made at the discretion of the librarian/media paraprofessional, with the understanding that the immediate needs students and staff will take precedence.
- The librarians and media paraprofessionals will make sure patrons receive requested library materials and return such materials to the lending libraries.
- Requests will be processed as quickly as possible. Borrowing schools should plan on waiting approximately 3 to 4 days to receive a requested item.
- If an interlibrary loan material has been damaged or lost, a bill will be sent to the borrowing library requesting payment.

# East Allen County Schools Interlibrary Loan Request Form

(Please submit each request separately)

Please attach pages from Destiny or fill in the appropriate information on this form.

Your Name: _____
School: _____
Extension Number: _____
Today's Date: _____
Date Needed by: _____

## Book

<b>Book Title:</b> _____
<b>Book Author:</b> _____
<b>ISBN</b> _____ <b>Call #</b> _____
<b>Number of Copies Needed:</b> _____

## Other

<b>I wish to borrow:</b> _____ _____ _____
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Date Request Received: _____
Date Request Placed: _____
Date Materials Received: _____
Date Materials Returned: _____
Request Processed By (Initials): _____