

Policy Name:	Interlibrary Loans
Policy Type:	Operational
Policy Number:	OP-05
Original Adoption Date:	October 1984
Current Approval:	January 2025
Review:	January 2029
Motion:	2025:07

Interlibrary Loans

1. Purpose

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.

2. Policy

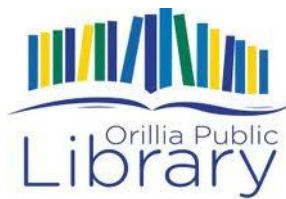
By participating in resource sharing, the Orillia Public Library provides Library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries.

3. Definition

“Interlibrary loan” is a transaction in which the Orillia Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Orillia Public Library on behalf of its user through the Ontario Library Service.

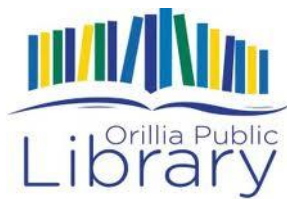
4. Procedure

- a. The Library will:
 - i. adhere to the provincial interlibrary loan policies and participation standards
 - ii. make its database of holdings available to the provincial interlibrary loan network
 - iii. request materials not available within the Library’s collection
 - iv. request any type of library materials needed for the purpose of study, instruction, information, recreation, or research



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- v. not request items owned by the Library and temporarily in use or on reserve
 - vi. support the Library's book clubs and other book-based programming by requesting multiple copies of a book even if the library already owns a copy
 - vii. strictly observe any conditions for use of loaned materials that are imposed by a lending library
 - viii. not charge users a fee for borrowing via interlibrary loan, as per the ***Public Libraries Act (PLA)***
 - ix. consult with users in advance regarding fees charged by lending libraries (such as replacement or late fees)
 - x. be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan
 - xi. reserve the right to limit the number of concurrent requests by an individual user
 - xii. using resource sharing as an adjunct to, not a substitute for, the Library's collection
- b. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The Library will:
- i. make available the broadest range of materials for interlibrary loan with the following exceptions:
 - 1) Equipment
 - 2) Materials limited by licensing agreements



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- 3) Materials designated as non-circulating
- 4) Lendable technology
- 5) Reserve the right to refuse to lend other materials, specifically those which are new or popular
- 6) Circulate items for the same period of time as for regular circulation
- 7) Grant renewals unless the material is needed for another user of the library
- 8) Charge for damaged or lost materials based on the Orillia Public Library Circulation Policy (OP-12).

Related Documents

- [Ontario Library Service: Interlibrary Loans](#)
- Orillia Public Library: Accessibility in the Library (OP-15)
- Orillia Public Library: Circulation (OP-12)
- Orillia Public Library: Collection Development (OP-04)
- Orillia Public Library: Statement of Intellectual Freedom (FN-04)
- ***[Public Library Act, R.S.O. 1990](#)***