

HAMILTON-FULTON-MONTGOMERY
SCHOOL LIBRARY SYSTEM
HANDBOOK

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LIBRARY SYSTEM IDENTIFIERS

SCHOOL LIBRARY SYSTEM (SLS)

The School Library System is a cooperative library system serving public and non-public school libraries. It provides these libraries with a systematic method for sharing library resources.

- Capital Region BOCES School Library System (CRB SLS) (Albany, Schoharie, Schenectady, Saratoga Counties)
- Hamilton-Fulton-Montgomery BOCES (HFM SLS)
- Questar III SLS (Rensselaer, Columbia, Greene Counties)
- Washington-Saratoga-Warren-Hamilton-Essex (WSWHE SLS)

Capital District Library Council for Reference and Research Resources (CDLC)

The Capital District Library Council is a library system which provides interlibrary loan services to its members. Member libraries are comprised of Greater Capital District area academic (such as FMCC) and special libraries, and public and school library systems. The HFM SLS is a member.

New York State Interlibrary Loan Network (NYSILL)

The New York State Interlibrary Loan Network serves the entire research community of New York State. Serious research (e.g. ERIC documents) requests that cannot be filled through the SLS or CDLC are referred to NYSILL through CDLC. The HFM SLS processes these requests for its membership.

Public Library Systems

A public library system is a cooperative library system serving public libraries in its region. It provides interlibrary loan service to its member public libraries. They are members of CDLC. With point-to-point interlibrary loan, it is no longer necessary to go through system headquarters to borrow from a CDLC member library.

- Mohawk Valley Library System (MVLS) (Schenectady, Schoharie, Fulton, Montgomery Counties)
- Southern Adirondack Library System (SALS) (Washington, Warren, Hamilton, Saratoga Counties)
- Upper Hudson Library System (UHLS) (Albany and Rensselaer Counties)

HFM SLS
INTERLIBRARY LOAN POLICIES

A. Definition

An interlibrary loan is a transaction in which materials and copies of materials are made available by one library to another.

B. Purpose

The purpose of interlibrary loan is to provide access to resources not available in the user's library. An active interlibrary loan program, however, should be no substitute for the development of adequate building collections based on local needs.

C. Scope

The final decision regarding the loan of a resource is left to the discretion of the school library media specialist at the lending library.

1. A print, non-print resource or a copy of a print resource may be requested from another library through the School Library System. (SLS)
2. The following types of resources may not be loaned on a usual basis. However, these items may be available by special agreement. Check with individual libraries for lending policies.
 - a. Rare, unique or valuable material which would be difficult or impossible to replace
 - b. Bulky or fragile items which would create shipping problems
 - c. Resources in demand at the lending library
 - d. Reference books and other resources
3. The loan period will be four weeks unless an alternate period is specified by the lending library.
4. The lending library may limit the number of items loaned pertaining to a single subject.

D. Copyright Compliance

The current copyright law shall be adhered to at all times. (See Appendix D)

1. The acceptable methods of requesting materials from other libraries are outlined in the Procedures manual (page 5).
2. All interlibrary loan requests must be submitted or approved by library personnel before submission.
3. All ILL transactions must be sent between borrowing and lending libraries. (No materials should be sent directly to patrons.)

F. Responsibilities of the School Library System

1. The SLS Office will maintain a Union List of Periodicals of the participating school library media centers that will be incorporated in CaDiLaC Online.
2. The SLS Office will issue a Directory of School Library Personnel.

G. Violation of Policy

1. The SLS Director should be notified of violations of this policy.
2. The SLS Office will endeavor to rectify problems or violations of the approved interlibrary loan policy as set forth in this Handbook.

H. Reviewed/Revised

The interlibrary loan policy will be reviewed periodically and revised as set forth in the current SLS Plan of Service.

INTERLIBRARY LOAN PROCEDURES

Introduction

This procedures manual expands and clarifies the Interlibrary Loan Policies.

I. **Borrowing**

**ILL transactions may be subject to Copyright restrictions. (See Appendix D)
It is the borrower's responsibility to monitor the number of ordered copies.**

A. **Request**

1. After verifying that the desired material is not in your media center check in the following locations:

- HFM Online Catalog
- CaDiLaC Online
- HFM SLS Office (if unable to locate using above resources)

Request materials from the locations in the following order:

- HFM schools
- All other school library systems (CRB, Questar III, WSWHE)
- Public Library Systems
- FMCC
- Academic Libraries
- Special Libraries

NOTE: Materials may be held in several locations. Requests should be spread among different holders, not concentrated on a few libraries.

2. Provide the following information as completely and neatly as possible.

- Title
- Author
- Call Number
- Your Contact Information

3. Choose the library's preferred method of contact (i.e. paper, fax, e-mail, phone, postal service, online request).

- For In-System check the HFM BOCES SLS Directory of Library Personnel.
- For Out-of-System check CDLC's web site (www.cdlc.org/ill).

4. If using the ILL Form (see Appendix A):
 - Add several locations codes (if available) to the forms to allow for routing.
 - When the requested materials are located on an electronic database, a printout of the record should be attached to the request.
5. Keep a record of all transactions. These will be used for monthly SLS statistics. (See Appendix B)
6. Hard Copy Requests
 - a. In-System
 - **Intra-district mail** (e.g. Gloversville Middle School sending a request to Gloversville High School using their district mail service.)
 - **Inter-district mail** (In-system between HFM SLS member schools).
 - ◆ Use SLS Interlibrary Loan envelope and HFM BOCES Courier System
 - ◆ Use library media specialists name and spell out the school name on ILL envelope. **Do not use codes.**
 - ◆ Please return extra Interlibrary Loan envelopes and delivery bags promptly to the SLS Office.
 - b. Out-System
 - Send hard copy request to HFM School Library System
7. Subject Requests (HFM SLS Schools Only)

Use HFM SLS listserv for a broad subject request **ONLY** in the HFM system when securing multiple copies or materials for a unit of study.

B. When Materials Arrive

1. Make a record of when material is received and when it is due.
2. Charge the resource out to the patron following your local library procedure.
3. The period of loan may be renewed at the discretion of the lending library. The sender should be contacted prior to the due date.
4. Resources may be recalled by the lending library, if necessary. In such cases the borrower should return item promptly.

C. Return of Materials

1. All materials should be returned promptly. Photocopied materials need not be returned.
2. Material should be inspected prior to return. If item is lost or damaged see Appendix C.
3. Record date item was returned.

II. Loaning

A. Filling a Request

Please reply promptly to all ILL requests.

1. If the resource requested is **AVAILABLE** be sure:
 - School identification is clearly stamped or labeled on the item.
 - Note any serious physical defects (loose binding, ink marks on page 12 and 14, etc.) on the book pocket or other prominent place.
 - State due date on the ILL Request Form.
 - a. Due date should be computed as four weeks from date of loan.
 - b. Consider delivery schedules and school vacation periods.
 - Clearly note any limitations regarding the loan on the ILL form, i.e., restrictions on use.
 - Keep a copy of the request for your files.
 - Securely package, label and send by the most efficient means.
2. If the resource requested is **NON-LENDABLE** (i.e. serial, reference):
 - Keep a copy of the request for your files.
 - **Promptly** notify requesting library that materials are non-lendable.
3. When the resource is **NOT AVAILABLE**:
 - a. If using ILL Form,
 - Draw a line through your code listed on the holding libraries line.

- Forward the request to the next library indicated on the holding libraries line.
 - If your library is the last code shown on the holding libraries line, return the interlibrary loan request to the borrowing library, noting that the items is not available.
- b. Keep a record of unfilled requests for your monthly statistics sheets. (See Appendix B)

B. When Materials Are Returned

1. Check in the resource.
2. Inspect the resource for missing items and for damage. If the resource is damaged, see Appendix C.
3. Record date resource is returned on your copy of the request.
4. Record statistics of the transaction. (See Appendix B)

C. Overdue Resources

Notice of overdue materials shall follow the lending library's normal procedures.

Revised and Approved:

Appendix A

Book Request

INTERLIBRARY LOAN REQUEST

Wells Central School	Courier Delivery: MVLA	OCLC Code: VTV
P.O. Box 300	Date <u>1/15/08</u>	Needed Before <u>2/20/08</u>
Wells, NY 12190	Contact Person <u>Christine Suhr</u>	
	Phone <u>924-6000</u>	

Book Author: Jay Daly

Book Title: Presenting SE Hinton

Edition, publisher, date: Updated Ed. Twyane, c 1989

OR

Serial Title: _____

Vol. _____ No: _____ Date: _____ Pages: _____ CCG: _____ CCL: _____

Article Author: _____

Article Title: _____

Route to these libraries	Call no:	Report:	Date:	Requesting library notes
<u>Questar III – Hudson H.S.</u>	<u>813 Dal</u>	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

Periodical Request

INTERLIBRARY LOAN REQUEST

Johnstown High School	Courier Delivery: MVLA	OCLC Code: VTV
Pearl Street	Date <u>1/15/08</u>	Needed Before <u>2/20/08</u>
Johnstown, NY 12095	Contact Person <u>Dylan Thomarie</u>	
	Phone <u>762-4661 x135</u>	

Book Author: _____

Book Title: _____

Edition, publisher, date: _____

OR

Serial Title: School Library Journal

Vol. 46 No: 11 Date: November 2000 Pages: 42-45 CCG: _____ CCL: _____

Article Author: Margolis, Rick

Article Title: "Hail the Chief"

Route to these libraries	Call no:	Report:	Date:	Requesting library notes
<u>HFM/Broadalbin-Perth MS</u>	_____	_____	_____	
<u>WSWHE SLS</u>	_____	_____	_____	
<u>Questar III-Catskill HS</u>	_____	_____	_____	

Appendix B

Statistics

1. Accurate record keeping and statistical reporting are vital to the ongoing evaluation and revision of the interlibrary loan program and process.
2. The borrowing and lending libraries are responsible for keeping statistical records of all interlibrary loan transactions. These records must include filled and unfilled requests. Unfilled items are items that are:
 - not received at all
 - not received in a timely manner
 - not available
 - non-lendable
3. A Monthly Interlibrary Loan Statistics form will be sent to each library. The completed statistics report is due at the SLS Office for collating and reporting purposes. (See form below)
4. The SLS generates an annual report which is distributed to administrators and school library media specialists. Only fill in applicable areas.

Appendix C

Replacement of Damaged or Lost Resources

1. Responsibility

- a. Replacement of item, for purposes of this policy, is defined as the actual physical replacement of the lost or destroyed item, via a method mutually agreed upon between the two libraries.
- b. The lending/borrowing library should be informed in writing as soon as possible of damage or loss. A photocopy of the ILL request form should be included.

2. Costs

- a. Repair costs should not exceed replacement cost, using the current list price.
- b. Replacement cost is defined as current list price of in-print resources, as verified in Books in Print, the publisher's catalog or any other valid source.
- c. For out-of-print resources, an equivalent title may be agreed upon. In such cases, a processing fee may be applied.

COPYRIGHT GUIDELINES FOR INTERLIBRARY LOAN

The following is intended to highlight those sections of the 1978 Copyright law which may affect interlibrary loan arrangements. More detailed and various interpretations are available throughout library literature.

Section 107

Limitations on Exclusive Rights: Fair Use

Fair use allows copying without permission from, or payment to, the copyright owner where the use is reasonable and not harmful to the rights of the copyright owner.

Register of Copyrights, 1975

The "fair use" section applies to items copied for teaching, both single and multiple copies for classroom use, research, criticism, comment, news reporting and scholarship and is dependent upon four criteria:

- a. The purpose and character of use (i.e., commercial vs. non-profit, educational).
- b. The nature of the copyrighted work.
- c. The amount or proportion of work copied in relation to the work as a whole.
- d. The effect of the use on a work's value or potential market.

Section 108

Limitations on Exclusive Rights: Reproduction by Libraries and Archives

Library copying that may exceed fair use is authorized in Section 108. A library may make copies as authorized by Copyright Law, if they meet three criteria:

- a. Reproduction or distribution is not done for commercial advantage;
- b. Library collections are open to the public or available to outside researchers;
- c. Copies must include notice of copyright.

Guidelines for Interlibrary Loan

Systematic photocopying of copyrighted materials is prohibited; however, section 108g) (2) permits interlibrary arrangements that do not have, as a result or effect, copying done in such aggregate quantity as to substitute subscription or purchase. Aggregate quantity is defined to prohibit excessive copying from a single periodical or material title as follows:

1. **NO MORE THAN SIX COPIES OR SIX ARTICLES, PUBLISHED WITHIN FIVE YEARS OF DATE OF REQUEST, FROM THE SAME PERIODICAL TITLE MAY BE COPIED WITHIN ANY CALENDAR YEAR.**
2. **No more than six filled requests per requesting entity (i.e., the same requesting library) from a single work (such as poetry, fiction) for the entire period the work is protected by copyright.**
3. Copies may be made beyond limitations if the requesting entity has within its collection, or an order, a copy or subscription for the materials of which a copy is being requested.
4. Requests for copying must be accompanied by representation that request conforms with copyright guidelines (applying to the last five years), CCG, or with copyright law, CCL (applying to more than five years previous).
5. The requesting (borrowing) library shall keep records of all filled requests for copies to which these guidelines apply.

Copyright Guidelines require recordkeeping for five years for photocopies. Should a library be challenged on its compliance with copyright, it would be required to show records for five years.

Appendix E

ILL Listserv Etiquette

When sending an interlibrary loan subject or multiple copy request via the HFM SLS Listserv, please observe the following:

- In the email subject line type: ILL (book title).
- Do not respond to the request if you do not have the item being requested.
- Once you know you have or will be receiving the items you need, send a message to the listserv that you do not need any more items. It is a closed request.

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Interlibraryloan/illhandb