

INTERLOANS POLICY

Purpose

The purpose of this policy is to provide a framework for the Wairarapa Library Service to operate within the national interlibrary loan scheme known as the interloan scheme. This enables the Wairarapa Library Service to borrow books from other libraries and to lend books from the Wairarapa Library Services collections on a cooperative basis.

Introduction

The Wairarapa Library Service recognises its responsibilities under the national interloan scheme charter to abide by the guidelines of that charter.

In effect the interloan scheme enables the users of the Wairarapa Library Service to have access to a much wider selection of library resources than it would ever be possible to provide on site. To do this subscription to the National Library web based service Te Puna (a national database of library holdings) is critical to the success of providing this service.

Through the interloan charter the nature of this scheme is cooperative. Therefore it is important that the Wairarapa Library Service makes its holdings available through the Te Puna service.

This service is made available to all users of the Wairarapa Library Service equally and on the basis of payment of a small fee to offset postage and Te Puna expenses. This fee is advertised as one of the library charges and will be reviewed as part of the annual planning deliberations of both Councils.

Costs incurred from lending libraries will be passed on to the requesting user. As a matter of principal all users should be made aware of additional costs before an interloan is proceeded with.

As the service is made available to all users equally and usage is divided equally between the two Districts the cost of providing this service should be divided evenly between the two District Councils as funders of the Wairarapa Library Service.

Procedure

Outward Interloans

1. A member of the public filling in an appropriate Interloan Request Form (see appendix 1) may generate an interloan at any of the four Wairarapa Library Service libraries
2. All interloans will be processed by a Wairarapa Library Service staff member designated to perform all interloan tasks (interloans Librarian).
3. The Interloans librarian will be responsible for:
 - a. Checking that the title being requested is not held by any of the Wairarapa Library Service libraries.
 - b. Verifying the bibliographic information using Te Puna and other appropriate Internet or other available reference sources.
 - c. Obtaining correct New Zealand library holdings from Te Puna.
 - d. If necessary the library user should be contacted for further information or to advise them of additional costs imposed by other libraries.
 - e. Filling in the appropriate National Library interloan request card and sending it to the appropriate library.
 - f. Amending the Interloan Request Form to record the date of the request, the library sent the request and correcting any bibliographic information.
 - g. Once a request has been received the Interloan Request Form should be updated with the library that supplied the request, the date received and the date due.
 - h. The borrower should be contacted to collect the requested item from the appropriate library.
 - i. Once the borrower has returned the requested item it should be sent back to the originating library. This can be done directly from any of the four libraries.

- j. The date it is returned to the originating library is to be forwarded to the Interloans Librarian to record on the Interloan Request Form.
- k. All overdue and renewals should be recorded by the Interloans Librarian on the Interloans Request Form. Other librarians who deal directly with any interloan should report the outcome of that interaction to the Interloans Librarian so it may be recorded.

Inward Interloans

On receiving a request for an interloan item the holding library should retrieve the requested item from the shelf.

The Wairarapa Library Service database should be checked to see if the requesting library has been set up as a registered borrower.

If yes then issue the book to the library and send it to them.

If no then set the library up as a borrower with a basic record (category st) and then issue and send the book.

Overdues and follow-ups will then be the responsibility of the Interloans Librarian.

Once the item has been returned it can be dealt with as a standard return.

Appendix 1: Interloan Request Form

INTERLOAN REQUEST FORM

NAME _____ WLS LIBRARY _____

TELEPHONE _____ OTHER CONTACT _____

AUTHOR _____

TITLE _____

JOURNAL TITLE _____

JOURNAL DETAILS _____

OTHER INFORMATION _____

LIBRARY SYMBOLS _____

SUPPLYING LIBRARY _____

SENT _____ DUE _____ RECEIVED _____ RETURNED _____

NOTES _____