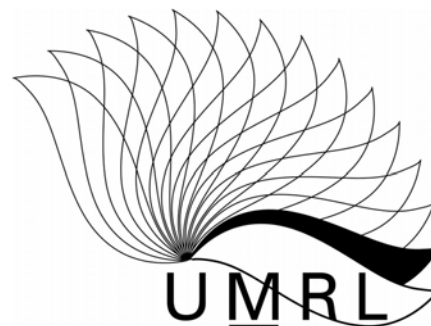


K n o w l e d g e i s
p o w e r



Policy Name:	Inter Library Loans Policy	Version Number:	1.0
Date of Production:	9 November 2007	Produced by:	Customer Branch Services
Approved by:	CEO Lynne Makin	Date Approved:	27 th February 2008
Contact:	Inter Library Loans & Liaison Officer	Date to be reviewed:	9 November 2010

1. Introduction/Aim

Upper Murray Regional Library offers an Inter-Library Loans service to library members within the conditions listed below in this policy. This service aims to provide customers with access to fiction and non-fiction material and copies of journal articles or other material not available in the Library, from libraries throughout Australia.

This Inter-Library Loans policy is designed to ensure:

- That collection development constraints imposed by budgetary considerations do not disadvantage customers
- The Library's participation in co-operative resource-sharing schemes

2. Disclaimers

Upper Murray Regional Library, while it makes every effort to obtain items requested cannot guarantee to obtain such items if the policies and lending conditions of owner libraries do not enable access to that item.

Upper Murray Regional Library attempts to supply an item as quickly as possible but cannot guarantee delivery of an item requested within a time frame given the variety of circumstances affecting an item.

3. Standard Charge

There is an upfront and non-refundable charge for this service (see UMRL Fees and Charges document). UMRL will attempt to obtain any Interlibrary Loan material at a minimum cost to the requestor.

4. Lending conditions

Restrictions from the State Library of NSW and Victoria mean that all materials from the State Library of NSW and Victoria are to be used in the library only.

Items available in the Upper Murray Regional Library (or on order, in processing or in transit), regardless of access restrictions, will not be requested from other libraries.

Items less than six months old, in print fiction and textbooks will not be requested from other libraries.

When requests are made for photocopies of journal articles or other material the appropriate Copyright Declaration form must be signed

5. Conditions for Borrowing Items on Inter Library Loan

All Upper Murray Regional Library members have access to the Inter-Library Loan service with the following limitations:

- Customers with overdue items or fines outstanding may have their access restricted to “in library use only”. Loan of items requested for Inter Library Loan is under the provisions of the UMRL Circulation Policy.
- Customers will be advised of any charges **before** a loan request is processed with the owner library.
- Customers need to be aware that the loan period will vary according to the owner library’s policy and Upper Murray Regional Library circulation policies.
- Customers must abide by any restrictions placed on the loan, either by the owner library or Upper Murray Regional Library
- Customers must return the item to upper Murray Regional Library by the due date on the cover to allow the item to be returned to the owner library on time or fines may apply.
- Requests for loan extensions on items obtained through Inter-Library Loan can be made before the due date. Loan extension is at the discretion of the owner library.
- Customers are responsible for any overdue fines incurred from the owner library through the late return of an item.
- Customers are responsible for any cost required by the owner library due to the loss or damage of an item, whilst on loan to the customer.

6. Inter-Library supply to other libraries

UMRL will supply, on request from other libraries, material from its own collection in accordance with the *Australian Interlibrary Resource Sharing (ILRS) Code – May 2006* (available at <http://www.alia.org.au/interlibrary.lending/ilrs.code.html>).

and the NSW MPLA *Document Delivery guidelines for New South Wales Public Libraries* (available at <http://www.mplansw.asn.au/ddmanual/apndxb.htm>).

UMRL's specific policy on lending to other libraries is set out in the UMRL entry in the online Australian Interlibrary Resource Sharing Directory, available by searching the directory at <http://www.nla.gov.au/ilrs>

Overdue notices will be issued to borrowing libraries as part of the regular overdue procedure.

Any loss of or damage to an item when on loan to another library will incur a cost for the replacement of the item, plus an administration fee.

7. Multicultural Collection Bulk Loans from SLNSW

UMRL will obtain, at no charge to the requestor, bulk loans of community language material and special format material. Lending conditions for this material will be as for other UMRL material.

8. Variations

UMRL Reserves the right to review vary or revoke this policy.

COPY REQUEST FORM

Item Requested

NOTE: One form to be completed for each item. Please use BLOCK LETTERS.

Title of Book or Serial:.....

Author of Book or Article:.....

Title of Article:.....

.....

Place of Publication/Publisher/Date:.....

Volume, Number & Year if Serial:.....

Page Number to be Copied:.....

Date Item Required:.....

COPYRIGHT DECLARATION BY PERSON REQUESTING MATERIAL

1. I require the copy for the purpose of research or study and will not use for any other purpose.
2. I have nor previously been supplied with a copy of the same article or other work, or part of the article or other work, by an Authorized Officer of the Upper Murray Regional Library.

Date of Declaration:..... **Signature:**.....

Name:.....**Phone:**.....

Address:.....

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