

Policy Name	Resource Sharing		
Section	Operational	Effective Date	October 24, 2023
Policy Number	OP-02.1	Reviewed Date	October 24, 2023
Motion Number		Next Review Date	2027

Purpose

This policy establishes a commitment to resource sharing partnerships. Resource sharing through the provincial loan network is a service that supports the mission of the Library. By participating in resource sharing, the Wasaga Beach Public Library provides its users with access to the collections of other libraries and makes its collections available to other libraries.

Scope

The Wasaga Beach Public Library Board and staff acknowledge that the Library is participating in a lending partnership with libraries across Ontario in order to expand access to reading materials. WBPL members and community residents will be made aware that they have the opportunity to request materials that are not within the Library's physical collection.

Definitions

Resource sharing is made available when public libraries agree to service partnerships that offer free access to library resources provided through alternative library systems.

Interlibrary loan is a collaborative system by which libraries, on behalf of their users, borrow from the collections of other libraries.

OLS (Ontario Library Service) is an agency of the Ministry of Tourism, Culture and Sport. Established in 2021, OLS delivers programs and services to public libraries in Ontario.

Policy

The library will participate in resource sharing opportunities by:

1. Joining collaborative initiatives such as OLS collective purchasing agreements, partnerships, and consortia to cooperate with other organizations to achieve mutual goals, benefits, and cost savings.
2. Looking for innovative, cost-effective methods of collaboration and sharing.
3. Using resource sharing as a supplement to, not a substitute for, the library's collection.
4. Offering provincial interlibrary loan service to users in good standing.

Section 1.1 - Interlibrary Loan

1.1.1 – Borrowing Materials

Material not available in the Wasaga Beach Public Library may be requested from another library through the interlibrary loan digital platform provided through the Ontario Library Service. Interlibrary loans can be placed by phone, in person or electronically through the Self-Initiated Interlibrary Service. The Library will:

- Adhere to the provincial interlibrary loan policies and participation standards.
- Request material that is not currently owned by the Library.
- Strictly observe any conditions for use of loaned materials that are imposed by a lending library.
- Not charge users a fee for borrowing via interlibrary loan.
- Reserve the right to limit the number of concurrent requests by an individual:
 - a limit of 4 requests per person placed at the library or by phone;
OR
 - a total of 4 requests per person placed using the Self-Initiated ILLO Service

1.1.2 - Loaning of Materials

The Wasaga Beach Public Library will loan material to other libraries that abide by the provincial interlibrary loan policies and participation standards. The Library will:

- Make its database of holdings available to the provincial interlibrary loan network with practical constraints of budget and staff resources.
- Make available a range of materials for interlibrary loan with the following exceptions:
 - equipment
 - fragile, rare items
 - new and high demand items
 - materials designated as non-circulating
 - materials limited by licensing agreements or copyright
 - heavy, large, and odd-sized items
 - DVDs, audiobooks
 - electronic items such as Playaways, Wi-Fi hotspots, Launchpads, tablets, Wonderbooks, etc.
 - material on reserve by Wasaga Beach Public Library patrons
- Respond to requests in a timely manner.



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- Compensate lending libraries for loss, damage and overdue charges caused by Wasaga Beach Public Library patrons, and ensure that patrons pay all fees incurred relating to library material.
- Send material to participating libraries for a six-week loan period.
- Reserve the right to limit renewals.

Responsibility

Under the direction of the Library CEO, staff will be tasked with facilitating the borrowing, lending, and return of items requested through the interlibrary loan system.

Appendix

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Related materials/policies

WBPL Foundation Policy – **Intellectual Freedom**

WBPL Operational Policy – **Membership and Borrowing Policy**

WBPL Operational Policy – **Collection Policy**

Policy History

Approved by the Wasaga Beach Public Library Board,

Date: October 24, 2023

Policy: OP-02.1

Motion Number: #####

Supersedes

Date: Aug. 16, 2016

Policy: Circulation- Inter-Library Loans Motion: 35-16

Original Policy

Date: May 16, 2005

Policy: Circulation – Inter-Library Loans Motion: 21.05