

West Salem School District
Interlibrary Loan Policy

The philosophy of the West Salem District Library Media Program is to ensure that students and staff are effective users of ideas and information by providing a current and diverse collection of print and non-print materials, computer software, on-line resources and electronic databases.

The collection shall support the curriculum, reflect diverse individual interests and needs in an accurate and unbiased way, increase literacy for all, and promote lifelong learning.

The District Library Media Program relies on interlibrary loan to extend access to information and materials not normally acquired, recognizing the fact that no single school media center provides for the informational needs of all its patrons. Interlibrary borrowing does not relieve any library of the responsibility for developing its own collection.

In the effort to provide the students of the West Salem School District with access to the resources of other libraries, the building librarian may use the Winding Rivers Library System.

Guidelines:

- Every effort will be made to meet patron needs with district collections before beginning the outside interlibrary loan process
- Loaning and borrowing of materials will be at the discretion of the school library staff as stated in Wisconsin State Statute 43.72 (3)
- Patrons will be personally responsible for all materials borrowed for them and will need to pay replacement cost for all materials that are lost and/or damaged while in their possession
- Loaning and borrowing of materials shall be subject to Board Policy #361 Selection and Reconsideration of Instructional Materials Policy.

The West Salem School District shall follow guidelines as stated in the Wisconsin *State Statutes 43.72-Interlibrary Loans*

- 43.72(1) School library books and other instructional material belonging to one school district may be loaned to another school district for use in any other school library of that school district.

- 43.72(2) Any public library board and school board may make such exchanges and loans of books and other instructional material as are agreed upon for the purpose of increasing the efficiency of both libraries and ensuring the best service to the schools and all citizens.
- 43.72(3) Any school district that borrows materials through a public library system shall reciprocate by sharing with other participating libraries materials that are not immediate or constant demand by the school library's primary clientele, as determined by the school district.

APPROVED: February 27, 2006