



# Resource Sharing

## Interlibrary Loan, Regional Lending Service, Information Services

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### Policy

All member libraries will participate in the provision of Interlibrary Loans, Regional Lending Service and Information Services.

Members of any library in the Chinook Arch region may request materials from any other library in the region. Chinook Arch will coordinate the interlibrary loan services for materials not available within the regional library catalogue.

As per the Resource Sharing Agreement, Lethbridge Public Library provides information services to member libraries on request.

The System's delivery service will transport materials between libraries. Training of personnel of member libraries in the use of the Integrated Library system (ILS) and the interlibrary loan software will be the responsibility of the System.

### Definitions

An **interlibrary loan (ILL)** is a transaction in which library material is made available by one library to another upon request. It includes the provision of photocopies as substitutes for loans of the original material. It is a request for a specifically identified item (i.e. an author/title request, whether a periodical or book). The Chinook Arch Regional Library System agreement designates such lending between member libraries as **Regional Lending Service**.

**Information Service** is assistance provided in answer to a request for information. It may involve the use of materials, instructions on their use, interpretation of information, or recommendations on materials. Information Services to be provided by Lethbridge Public Library have been specified in the agreement between Chinook Arch Library Board and the Lethbridge Library Board.

### Guidelines

#### **Regional Lending Service**

Member libraries and their patrons may request any circulating materials in the Chinook Arch online catalogue.

The following materials may not usually be borrowed although photocopied materials may be supplied:

- Basic Reference Materials
- Genealogical Books
- Current issues of periodicals

Member Libraries are expected to comply with the Policies and Procedures jointly developed by the System and member libraries.

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### ***Out-Of-System Interlibrary Loan***

Chinook Arch participates in the provincial resource sharing network and abides by the Resource Sharing Operational Policy for Public Libraries (Appendix A).

### ***Information Services***

System member libraries, with the exception of the resource library, are expected to:

- Provide a general and reference collection to reflect the information needs of their own communities as outlined in their plans of service.
- Attempt to answer patrons' reference questions from their own resources, before forwarding to Lethbridge Public Library.

### **Background**

The Alberta Library Act requires that public libraries in Alberta share resources with other public libraries in Alberta. The Alberta government supports a province-wide network of libraries through the Alberta Public Library Network. Chinook Arch Regional Library System is a member of the Alberta Public Library Network and a designated node on that network.

Resource sharing is the lending of local library resources to users of other public libraries, for example via interlibrary loan (ILL). Resource sharing strengthens public library service to Albertans by increasing the range of materials available for borrowing.

Effective resource sharing must be reciprocal, with each library providing the same level of access to their collections. Users must be able to find and request items, and libraries must be able to administer requests, delivery, tracking and returns of items effectively.

The Chinook Arch Regional Library System Agreement requires that member libraries make available to all valid cardholders of the Parties to the Agreement all library materials normally lent under municipal board policy.

<b>Last Reviewed:</b>	<b>3 December 2015</b>
<b>Last Revised:</b>	<b>3 December 2015</b>