



11.02 INTERLIBRARY LOAN POLICY

LIBRARY

Enabling Legislation: Library Board Action

Date Adopted: 10/21/03

Revised: 11/13/2024

POLICY AND STATEMENT OF PURPOSE

Interlibrary loan – the exchange of materials between libraries – provides access to materials not owned in the Northfield Public Library. Interlibrary loan is an important aspect of resource sharing. Our goal is to share materials as much as possible with other libraries, both within SELCO (Southeastern Libraries Cooperating) and beyond, in order to fill the needs of the patron. Interlibrary loan allows patrons to have access to materials outside the local library without traveling to other libraries. Community libraries buy materials that best meet the needs of local patrons and access less widely used materials from other libraries through interlibrary loan.

The first section of this policy addresses requests made by Northfield patrons. The final section outlines this library's policies regarding loans to other libraries.

Interlibrary loans are provided by MnLink, SELCO, and out of state institutions.

SELCO: The largest number of interlibrary loans will come from SELCO, of which the Northfield Public Library is a member. Requests may be filled with items from the Northfield Public Library's collection or from any library in SELCO.

In some cases, ILL requests may be placed on items that are owned in the Northfield Public Library but unavailable because the item is 1) checked out 2) missing or damaged or 3) non-circulating.

OUT OF STATE – REQUESTS FOR MATERIALS NOT AVAILABLE THROUGH SELCO OR

MNLINK : When we are unable to fill requests through SELCO or MnLink we will place these requests directly with the holding library. Loan policies, availability and costs will be determined before placing requests. Patrons will pay any charges for requests made to libraries outside of SELCO and MnLink's borrowing area.

Limits on placing requests: Both SELCO and MnLink place some limits on requests but these vary by format and library.

Copyright: Librarians should inform patrons requesting photocopies about the copyright law of the United States – Title 17, U.S. Code. This law specifies the conditions



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under which libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for and later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

School Libraries: Library staff or patrons may place requests on items owned in school libraries whose holdings are included in the SELCO system. Requests may be placed during the school year.

Renewals: Renewals are not available for items requested through MnLink.

NORTHFIELD PUBLIC LIBRARY POLICIES FOR LOANING:

Local and No Request status: The SELCO Integrated Library System allows member libraries to set aside items for request for pick-up at their libraries only. Local Request allows a library to keep newly published material accessible to only their borrowers for browsing or requesting.. Although the majority of materials in Northfield Public Library are not Local Request only, some items are unavailable for request.

Exceptions: Although it is our goal to satisfy the needs of the library user, we reserve the right to hold some items for in-library use only.

Approved and Adopted by the Board of the Northfield Public Library October 21, 2003.

Revised and Reaffirmed by the Board of the Northfield Public Library August 10, 2011.

Revised and Reaffirmed by the Board of the Northfield Public Library November 13, 2024