

City of Northfield, Minnesota	Policy Number: 7.03
LIBRARY	Adopted: 10/21/2003
INTERLIBRARY LOAN POLICY	Revised: 8/10/2011

Policy Statement

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 three major groups: SELCO (Southeastern Libraries Cooperating), MnLink, Minitex and the local colleges 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 placed online in the Horizon Integrated Library system may eventually be filled with items from the Northfield Public Library's collection or from any library in SELCO. With this system, these interlibrary loans can be placed directly by the patron without mediation from a librarian.

Requests can 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.

MNLINK OR MINITEX, ST. OLAF OR CARLETON (REQUESTS FOR ITEMS NOT LISTED IN THE SELCO SHARED CATALOG): If the item is not available within SELCO, the librarian will check MnLink, the statewide, shared catalog. A request can be placed by the librarian or by the patron directly. Some popular and new items are not available from MnLink, and librarians and patrons should check the "items in constant demand" list before placing a request for these items. If the item is not listed in MnLink, the librarian should check the colleges (see below) and MINITEX (a program of the Minnesota Higher Education Services Office at the University of Minnesota). The MINITEX borrowing region includes Minnesota, Wisconsin and North and South Dakota. If a librarian places the request for the patron, he or she will alert the patron that items coming from outside of SELCO can take 1-4 weeks (or longer) to arrive. Since patrons may place requests on MnLink themselves, they may not always realize that such requests can take longer.

The St. Olaf and Carleton Libraries' catalog, the Bridge, is not part of MnLink as of this writing and must be searched separately. If the item is available through the college

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libraries, the librarian will encourage patrons to borrow the item directly as we currently have no provision for direct interlibrary loan with the college libraries. (Area residents can obtain a library card at either library that enables them to check materials out from that library.)

OUT OF STATE - REQUESTS FOR MATERIALS NOT AVAILABLE THROUGH SELCO, MNLINK OR MINITEX: Occasionally, we are unable to fill requests through SELCO or Minitex. We will place these requests directly with the holding library either by email or regular mail. Librarians will verify titles using standard sources such as MnLink, OCLC and the holding library's online catalog. 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 the MINITEX 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 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.

Colleges: College students may place requests on the SELCO shared catalog just as any other Northfield Public Library patron does. However, Carleton and St. Olaf students will be advised to check the interlibrary loan departments at their college libraries to obtain other materials needed. This policy is established at the request of the college libraries. In addition, neither college library will process interlibrary loan requests for local residents who are unaffiliated with the institutions.

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, usually September through May 1.

Requests for New Items: Library staff may place purchase requests for new items not owned in our library. Items not purchased by the Northfield Public Library may be requested from MnLink or Minitex if available. Purchase requests are appropriate for new or popular materials that the librarian feels would be used.

Renewals: Individual SELCO member libraries set renewal limits on their own items. Generally items can be renewed up to two times. Although renewals for items not owned in SELCO are more difficult, we can request a renewal if needed.

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NORTHFIELD PUBLIC LIBRARY POLICIES FOR LOANING:

Local request status: The SELCO Integrated Library System allows member libraries to set aside items for request for pick-up at their libraries only. The Northfield Public Library will loan most materials, even new materials, to other libraries unless there is a lengthy waiting list on item here. When we do use local request, that status will be in place for a maximum of two months.

Out of state: Staff will fill requests received via email or mail on an ALA form as appropriate and will ask that the borrowing library pay return postage.

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. We do not loan reference materials, Pye Room materials (largely local and Minnesota history materials), story time kits, or book packs.

Holiday Items: The Northfield Public Library will loan holiday items for limited three-week loan period with no renewals. Library staff or patrons may place requests for holiday items not owned here.

*See the SELCO/SELS website for updated policies and procedures for handling SELCO and MnLink interlibrary loans.

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
