

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Library Operations

Policy Number: LIB-03-010

Title: Resource Sharing and Interlibrary Loan (ILL)

Resource Sharing:

1. The Board recognizes that no single library can meet all the demands of its community, and that by sharing services and resources, each library can more fully meet the needs of their patrons and prevent needless duplication of functions and materials.
2. The library will cooperate with but cannot perform the functions of school libraries or other institutional libraries which are designed primarily to meet curricular or other needs.
3. The library will cooperate with other community agencies, organizations, and libraries to determine and meet the informational and recreational needs of the community, to assist them in their programs, and to avoid duplication of programs and services.
4. The library accepts responsibility for securing information beyond its own resources by borrowing materials which it does not own, or which it cannot purchase, or for which the demand does not justify purchase.
5. As a member of Northern Lights Library System (NLLS), Vegreville Centennial Library has access to NLLS's collection of electronic databases and follows NLLS's policies and procedures for the access of the information in these databases.

Interlibrary Loan:

6. Alberta's seven regional library systems and other large municipal public libraries have all agreed to a formal resource sharing policy. As such, they are partners in coordinating resource sharing activities and providing information and resources to other public libraries in the province.
7. As a result of this agreement, all member libraries of Northern Lights Library System must be willing to share their materials with other libraries. This is facilitated through interlibrary loans (ILL's).
8. The effectiveness of a resource sharing system depends upon the responsible distribution of borrowing and lending. The Public Library Services Branch of Alberta Municipal Affairs has published the 'Resource Sharing Operational Policy for Public Libraries' *Approved December 2012, Updated October 2015*.
9. Under the Operational Guidelines:
 - Lending libraries will make all items normally lent by their libraries available to all borrowing libraries.
 - Alberta's public libraries will not charge for interlibrary loans. Requesting libraries may pass on charges for interlibrary loans from other lending libraries (out-of-province or other sector libraries).
 - A borrower must be a valid user with a home library card from a participating library.

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Continuation of: Policy Number: LIB-03-010

Title: Resource Sharing and Interlibrary Loan (ILL)

10. As the Vegreville Centennial Library is not able to purchase all materials that patrons may wish to use, the Library will make full use of ILL to augment the collection and will fully reciprocate with other libraries in the Alberta Public Library Network.
11. Vegreville Centennial Library most often processes ILL's through:
 - Northern Lights Library System (NLLS)
 - The Regional Automation Consortium (TRAC)
 - The Provincial Resource Sharing Network - RELAIS
12. The responsibilities of the requesting library and other information regarding ILL can be found in the NLLS Member Library Procedures Manual in the Interlibrary Loan section, and in the TRAC Operational Guidelines for Member Libraries. As a member of NLLS and TRAC, the library agrees to follow the TRAC Operational Guidelines for Member Libraries.
13. Requests for interlibrary loans will be accepted from all patrons.
14. ILL can be done online by patrons or by an employee on the patron's behalf.
15. All charges for any ILL are the responsibility of the patron. A fee will usually occur only if the material comes from an out-of-province library. A fee will usually occur for photocopied articles.

Date Approved: April 21, 2021

Board Chair Signature: 

Date to be Reviewed: April 2024