



## Otonabee – South Monaghan Public Library

Policy Type: **Operational**  
Policy Title: **Resource Sharing**

Policy Number: **OP-06**  
Initial Policy Approval Date:  
Late Review/Revision Date: **March 2025**  
Year of Next Review: **March 2029**

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Resource sharing via the provincial interlibrary loan network is a key service that aligns with the Library's mission by offering improved access to library materials and information. Through this resource sharing, the OSM Public Library grants its users access to shared collections, the collections of other libraries, and makes its own collections available to other libraries.

1. The Library will participate in resource sharing opportunities by:
  - a) joining collaborative initiatives such as material pools, and the provincial interlibrary loan network
  - b) using resource sharing as an adjunct to, not a substitute for, the Library's collection
  - c) offering provincial interlibrary loan service to users in good standing
  
2. An interlibrary loan is a process where the OSM Public Library either borrows materials from another library for a user or lends materials to another library for its user, facilitated through D2D Search (OCLC World Share). The Library will:
  - a) adhere to the provincial interlibrary loan policies and participation standards
  - b) make its database of holdings available to the provincial interlibrary loan network
  - c) promote awareness of the interlibrary loan service
  - d) request materials not available within the Library's collection
  - e) request any type of library materials needed for the purpose of study, instruction, information, recreation, or research
  - f) not request items owned by the Library and temporarily in use or on reserve
  - g) support the Library's book clubs and other book-based programming by requesting multiple copies of a book even if the Library already owns a copy
  - h) strictly observe any conditions for use of loaned materials that are imposed by a lending Library
  - i) not charge users a fee for borrowing via interlibrary loan
  - j) consult with users in advance regarding fees charged by lending libraries (such as replacement or late fees)
  - k) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan
  - l) reserve the right to limit the number of concurrent requests by an individual user

3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The Library will:
  - a) make available the broadest range of materials for interlibrary loan with the following exceptions:
    - i. equipment
    - ii. materials limited by licensing agreements
    - iii. materials designated as non-circulating
    - iv. lendable technology
  - b) reserve the right to refuse to lend other materials or to ask a borrowing Library to restrict use of materials lent
  - c) respond to requests as soon as possible as per ILLO clerk's work schedule
  - d) circulate items for the same period as for regular circulation
  - e) grant renewals unless the material is needed for another user of the Library
  - f) charge for damaged or lost materials based on the OSM Public Library Circulation Policy

**Related Documents:**

**INFO (Information Network of Ontario) Participation Policies and Schedules**

<https://www.olservice.ca/interlibrary-loan/interlibrary-loan-resources/interlibrary-loan-policies>

OSM Public Library OP-12 Circulation Policy