

SERIES 300 – INSTRUCTION

Instructional Resource and Services – 360

Inter-Library Loans – 362.3

The Norwalk-Ontario-Wilton School District will make media and other resources in its two Library Media Centers (LMC) open and available to other school districts as well as libraries found within the State of Wisconsin. Any type of material may be requested on loan from the LMC. The lending school library has the privilege of deciding in each case whether a particular item is available for loan.

The two LMC's at the Norwalk-Ontario-Wilton School District will not loan the following:

- 1) Library resources in current and recurring demand which have extensive holds and waiting lists at the LMC.
- 2) Reference materials, equipment, and computer software.
- 3) Materials on reserve for individual, group, or class use.

School districts or other libraries borrowing instructional materials should follow these guidelines:

- 1) The borrowing school's LMC should make every effort to exhaust their own resources before requesting from another library.
- 2) The borrowing school's LMC will make every effort to return materials promptly.
- 3) All materials borrowed from the district's LMC must be returned by a specified due date.

In lending to other libraries, the district's LMC will follow these guidelines:

- 1) The determination to lend materials is at the discretion of the lending LMC. Each LMC will be as generous as possible with due consideration to the interests of its primary clientele. Lending libraries are not expected to process subject and keyword requests.
- 2) Lending libraries will process requests promptly.
- 3) The lending library is responsible for compliance with all copyright laws and accompanying guidelines.

Adopted: 12/19/05

Legal Reference: Sections 43.30, 43.72, 120.12(2), 120.13, 121.02(1)(h) Wisconsin Statutes

PI 8.01(2)(h), PI 9.03 Wisconsin Administrative Code

Enhancing Education Through Technology Act of 2001