

Interlibrary Loan Policies

To assist the public libraries in its region, the Traverse des Sioux Library System operates a regional interlibrary loan service. SMILE, the South-central Minnesota Inter-Library Exchange, contracts with Traverse des Sioux to extend these services to other types of libraries within the nine-county region.

INTERLIBRARY LOAN AGREEMENT:

Participation in interlibrary loan increases user satisfaction and promotes better library service by supplementing library collections and meeting the diverse needs of library users. Library staff should inform patrons that they are able to request materials and information from beyond their local library. All libraries that are members of the TdS library system and of SMILE are expected to both borrow and lend materials.

Regional Policies

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[MINITEX/MnLINK Overdue, Damaged and Lost materials policy](#)

National Policies

[Code of Ethics](#)

[Freedom to Read Statement](#)

[Guidelines for Information Services](#)

[Library Bill of Rights of the American Library Association](#)

[National Interlibrary Loan Code](#)

INTERLIBRARY LOAN POLICY

The purpose of Interlibrary Loan is to manage the efficient processing of interlibrary loan requests referred to and from Traverse des Sioux by its member libraries, libraries contracting with the Traverse des Sioux Library System for this service, and libraries outside the region. It is the policy of Traverse des Sioux Interlibrary Loan to:

Promote borrowing and lending of materials by:

- Accepting requests without regard to the format. All print and non-print materials are loaned by Traverse des Sioux libraries and will also be requested for TdS patrons from libraries within the MINITEX region.
- Setting loan periods that allow libraries enough time to comfortably receive and return requested materials. Currently, the loan period for AV materials borrowed from Traverse des Sioux libraries on interlibrary loan is 21 days. 35 days for other materials.
- Renewing materials when approved by the lending library.

➤ Forgiving fines for overdue interlibrary loan materials and charging borrowing libraries only the replacement costs for materials requested on interlibrary loan that their patrons lose, damage, or do not return.

Set as few limitations as possible on the use of interlibrary loan. Those constraints in effect:

➤ Limit the number of interlibrary loan requests that an individual can make to 15 per day.

➤ Remind patrons that it is up to the lending library to decide the format of the material they loan. The lending library may loan an original publication, or a microfiche or microfilm copy of it, an entire issue of a magazine, or a photocopy of a specific article.

➤ Ask that library users, who have authorized ILL, to borrow from a library that charges a fee for interlibrary loan, reimburse Traverse des Sioux for paying the lending or copying fee.

Provide convenient means of sending Interlibrary Loan requests by:

➤ Providing access to [MnLINK](#), a statewide virtual library that electronically links patrons to Minnesota's library resources. Patrons and librarians can search and send requests for items they have found on MnLINK without the assistance of the TdS ILL staff.

➤ Allowing other options of sending requests. For titles not found on MnLINK, paper requests can be sent, by filling out a **Error! Hyperlink reference not valid.** form and then sending it by these options:

- 1) Through the courier delivery service.
- 2) Emailing requests to tdsill@tds.lib.mn.us
- 3) Faxing requests to (507) 625-4049. Send attention ILL.

Locate potential lending libraries by the most efficient means available.

Patrons, librarians and TdS ILL staff can:

➤ Search [MnLINK](#).

➤ Have requests handled by MINITEX when the item is sent through MnLINK. MINITEX is a publicly supported network of academic, public, state government and special libraries working cooperatively to improve library service for their users. MINITEX identifies and contacts holding libraries in Minnesota, South Dakota, North Dakota and Wisconsin

Try all options in order to fill requests by:

➤ Using WorldCat to send requests when unfilled on MnLINK. All items sent on Worldcat must meet the policy guidelines. TdS will **not** borrow or lend the following materials to libraries outside of the MINITEX region: ***Feature films on video or DVD, new popular books, current year books on tape or books on CD, or popular CDs or Audiocassettes.*** We are reciprocal borrowers. We will only send requests to OCLC libraries that do not charge. The patron must agree to pay the charge if we send to a nonreciprocal OCLC library.

Continue working on an interlibrary loan request until:

- The request is filled. Requests for materials that are owned by libraries in Minnesota, the Dakotas, or Wisconsin are normally filled within two weeks. Those that must be requested from outside of the four-state area may take longer to arrive.
- There are no holding libraries left to contact.
- The deadline date for the request expires.

Librarians are to refer interlibrary loan requests that cannot be verified on MnLINK or Worldcat to [MINITEX Reference Referral](#).

The Library code is: TDS and the password is: refsmile. Click on "Submit." Then "Send a request" and fill in all the necessary information.