

TdS/SMILE ILL Code

I. Definition

- A. Interlibrary loans are transactions in which library materials are made available by one library to another. For the purposes of this code, they also include the provision of copies as substitutes for the loan of original materials.
- B. For the purposes of this document, "libraries" means libraries, media centers, and information centers that are members of Traverse des Sioux Library System (TdS) and/or the Southcentral Minnesota Interlibrary Exchange (SMILE).

II. Purpose

- A. The purpose of interlibrary loan, as defined by the [Interlibrary Loan Code for the United States](#), is "... to obtain, upon request of a library user, materials not available in the user's local library."
- B. Since it is impossible for any one library to be entirely self-sufficient, borrowing and lending between libraries is regarded by the libraries subscribing to this agreement as essential to library service.

III. Eligibility

- A. Any public library member of the Traverse des Sioux Library System is eligible for interlibrary loan service for its individual users.
- B. SMILE contracts with the Traverse des Sioux Library System to extend interlibrary loan service to its member libraries and their users.

IV. Responsibilities of Member Libraries

A. Responsibilities of Lending Libraries

1. Lending libraries should inform borrowing libraries if there is any failure to observe provisions of this code.
2. With due consideration of the interests and needs of their own local patrons, lending libraries will practice as liberal and unrestrictive interlibrary loan policy as is possible, in compliance with the [Interlibrary Loan Code for the United States](#).
3. Lending libraries will normally respond to interlibrary loan requests within five working days.
4. Materials borrowed on interlibrary loan from TdS/SMILE libraries can be renewed unless there is a hold or recall on the title. The standard renewal period is two weeks.

B. Responsibilities of Borrowing Libraries

1. Borrowing libraries will provide a means for making library users aware of the availability of interlibrary loan service.
2. Borrowing libraries will check [iBistro](#), the TdS Catalog first. If the item is found, a hold should be placed in iBistro.

3. If the title is not found, the borrowing library will then check [MnLINK](#).
4. A request should be placed on MnLINK by using the "Get it" button.
5. Interlibrary loan does not relieve any library of the responsibility of developing its own collections. Each library is expected to provide resources to meet the primary needs of its users.
6. Borrowing libraries will carefully evaluate their interlibrary loan requests and arrange to purchase materials that are frequently requested.
7. Borrowing libraries are responsible for ensuring copyright compliance for all requests they initiate.

V. Scope

- A. Any type of library material, including video and other non-print formats, needed for information, recreation, instruction, or research may be requested on interlibrary loan. The original cost of an item has no bearing on whether or not it can be requested on interlibrary loan.
 1. The lending library has the privilege of deciding, in each case, whether a particular item should or should not be provided, and whether the original or a copy should be sent. These decisions may be determined by the nature of the materials or the degree of active demand for the material requested.
 2. The borrowing library shall be notified by the lending library when it cannot supply the item requested.
- B. Borrowing libraries or patrons should not ordinarily request:
 1. Fragile materials
 2. Rare materials
 3. More than 15 titles for one person at one time.
- C. Borrowing libraries will comply with copyright restrictions when requesting copies. See <http://www.copyright.gov/> for copyright guidelines.

VI. Expenses

- A. There will normally be no charge for interlibrary loan service.
- B. Libraries outside the region sometimes charge a fee for interlibrary loan. Borrowing libraries will be notified, in advance, when there is a charge so that they can decide whether or not to proceed with the transaction and can arrange for payment. When there is a charge involved in an interlibrary loan transaction, they should ask the patron for authorization before proceeding with the request.
- C. TdS/SMILE borrowing libraries charge an overdue fee to the patrons when materials borrowed on interlibrary loan are returned late.
- D. Borrowing libraries are responsible for collecting payment from individual library users, and/or reimbursing loaning libraries, for interlibrary loan materials lost, damaged, or never returned. They may collect and keep fines paid by individuals for the late return of interlibrary loan materials.

VII. Condition of Loan

- A. The borrowing library will honor any limitations on use imposed by the lending library.
- B. The borrowing library will make every effort to ensure that materials requested on interlibrary loan are returned by the due date noted by the loaning library.
 - 1. The loan period for materials borrowed on interlibrary loan from Traverse des Sioux member libraries is 21 days for AV materials and 35 days for all other circulating materials.
 - 2. Loan periods of materials for libraries outside of the region vary.

VIII. Requests Referred to Traverse des Sioux Interlibrary Loan

- A. Requests are to be sent on MnLINK, see [Interlibrary Loan Procedures](#)
- B. For holdings not found on MnLINK, paper requests can be sent, by filling out a [TdS ILL Request](#) form and then sending it through the courier delivery service, or by emailing or faxing the request.

IX. Reference

- A. TdS Interlibrary Loan is unable to handle reference questions. All reference questions should be directed to: [MINITEX Reference Referral](#).