



Interlibrary Loan Code for Georgia Libraries

This code has been prepared by the Georgia Library Association's Interlibrary Loan Interest Group, whose membership represents all types of libraries throughout the state. It is a voluntary agreement adopted by the Georgia Library Association on December 15, 2016. Its purpose is to guide interlibrary borrowing and lending among libraries in Georgia, with special reference to circumstances particular to Georgia libraries. All Georgia libraries are encouraged to participate in interlibrary loan and those that do are expected to lend as well as to borrow. Please refer to the latest edition of the *National Interlibrary Loan Code for the United States* and its accompanying *Explanatory Supplement* for guidance regarding the interlibrary loan process for all libraries in the United States. This code, last revised in 2002, should be reviewed regularly by the GLA ILL Interest Group and updated to reflect practices accepted by the latest edition of the national code.

Introduction

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of meeting the informational needs of users when local resources do not meet those needs. Borrowing and lending among libraries is in the public interest and is strongly encouraged. This code establishes the principles for resource sharing among libraries of all types and sizes in Georgia and aims to make policies as liberal and easy to apply as possible. While interlibrary loan is a key element of each library's service program, it should serve as an adjunct to, not a substitute for, collection development. When resources within Georgia have been exhausted, loan requests to out-of-state libraries should conform to the provisions of the current *National Interlibrary Loan Code for the United States* and/or other applicable interlibrary agreements. Loan requests to libraries outside the United States should conform to the International Federation of Library Associations and Institutions' *International Resource Sharing and Document Delivery: Principles and Guidelines for Procedure*.

1. Definition

- 1.1 Interlibrary loan is the process by which a library requests material from or supplies material to another library.



1.2 In this code, “materials” includes books, audiovisual materials and other returnable items, as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

2. Purpose

2.1. The purpose of interlibrary loan as defined in this code is to obtain, upon request of a library user, material not currently available in the user's local library.

3. Scope

3.1 This code regulates the interlibrary lending of materials among libraries in the state of Georgia when other agreements or guidelines do not apply. Libraries that have special agreements with other libraries may lend and borrow among themselves with fewer restrictions than this code suggests.

3.2 Some types of material may be unavailable for lending. However, libraries are encouraged to consider lending all types of material on a case by case basis and may place usage requirements as needed.

4. Responsibilities of Requesting Libraries

4.1 Inform your users of the purpose of interlibrary loan and of the library's interlibrary borrowing policies, by establishing, promptly updating, and making widely and readily accessible an interlibrary borrowing policy, preferably on the library's web page.

4.2 Ensure the confidentiality of the library user.

4.3 Ensure that staff is familiar with and knows to refer to documents that govern accepted interlibrary loan practices, including this code, the current version of the *National Interlibrary Loan Code for the United States* and IFLA's *International Resource Sharing and Document Delivery: Principles and Guidelines for Procedures*.

4.4 Assume full responsibility for user-initiated transactions, if the requesting library permits users to initiate online interlibrary loan requests that are sent directly to potential supplying libraries.

4.5 Describe completely and accurately the requested material using standard bibliographic tools. Examples of such tools are WorldCat, other union catalogs such as the GIL Universal Catalog, and other online databases such as those found in GALILEO.



- 4.6 Identify libraries that own the requested material. Check and adhere to the policies of potential supplying libraries, using sources such as the *OCLC Policies Directory*.
- 4.7 Qualify requests sent without solid verification, when no library can be identified as owning the needed material, with an accompanying statement “cannot verify” and/or “cannot locate” in the borrowing notes field.
- 4.8 Check the policies of possible lenders for special instructions and information on charges prior to requesting and authorize applicable charges on the request. If no maximum cost is indicated, the requesting library is responsible for any fees charged by the supplying library. Remember that membership in a Georgia consortium such as GOLD or ARCHE should be indicated in the borrowing notes field; lack of this information could result in your library being charged for the transaction.
- 4.9 Avoid sending the bulk of requests to only a few libraries, if possible, using major resource libraries after other sources have been exhausted.
- 4.10 Transmit interlibrary loan requests electronically. If electronic transmittal is not possible, a standard American Library Association approved form should be used.
- 4.11 Ensure compliance with U.S. copyright law (Title 17; U.S. Code) and its related guidelines. Copyright compliance should be determined for each request before it is transmitted, and a copyright compliance statement must be included on each copy request. Copyright records should be maintained as directed in the CONTU Guidelines.
- 4.12 Assume responsibility for the safety of a borrowed item from the time it leaves the supplying library until it has been returned to and received by the supplying library. If damage or loss occurs, the requesting library is responsible for the cost of repair or replacement, in accordance with the preference of the supplying library.
- 4.13 Honor due dates and ensure compliance with any use restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for prompt return to the supplying library.
- 4.14 Request renewals before items are due whenever possible. If the supplying library does not respond, the requesting library may assume that a renewal has been granted for the length of the original loan period.



- 4.15 Respond immediately if the supplying library recalls an item. Borrowed material is subject to recall at any time.
- 4.16 Package materials to prevent damage in shipping and comply with any special shipping instructions specified by the supplying library. Within the state a variety of packaging methods are used; check to see if the use of a special courier bag and/or address is applicable. Also check the national code regarding previously-used packaging, staples, and other issues.

5. Responsibilities of the Supplying Library

- 5.1 Establish, regularly update, and make available an interlibrary lending policy, contact information and a service schedule.
- 5.2 Ensure the confidentiality of the library user.
- 5.3 Check to see if the requesting library has indicated that it is part of a state or local consortium which lends at no charge. If it is necessary to charge service fees, make available a fee schedule as part of an interlibrary lending policy. Bill any service, replacement or damage fees promptly.
- 5.4 Consider filling all requests for materials regardless of format or the collection in which it is housed.
- 5.5 Process requests in a timely manner, recognizing the needs of the requesting library and/or the requirements of the resource sharing system being used. If unable to fill a request, respond promptly and state the reason the request cannot be filled.
- 5.6 Include a copy of the original request or provide sufficient information to identify the request with the loan or copy supplied, or when communicating about the request. Indicate clearly the due date or duration of a loan on the request form or on the material. Unless otherwise indicated, the due date is defined as the date on which the material is due to be checked back in at the requesting library for prompt return to the supplying library.
- 5.7 Indicate clearly any restrictions on the use of the material, and any special return packaging or shipping requirements.
- 5.8 Package materials sufficiently to prevent loss or damage in shipping and ship material in a timely and efficient fashion. If participating in a local or statewide courier service, follow instructions for packaging and specialized labeling as needed.



- 5.9 Deliver copies electronically whenever possible. Provide complete and legible copies and adhere to any special scanning instructions of the requesting library.
- 5.10 Respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, for the same length of time as the original loan.
- 5.11 Recall loaned material as needed at any time by your own library's user.

6 Violation of Code

- 6.1 While this is a voluntary agreement, each library that chooses to participate in the interlibrary loan process in Georgia is responsible for adhering to the provision of this code in good faith. Continued disregard of any provision of this code is sufficient reason for a lending library to suspend interlibrary loan services after prior warning.

Approved by the Georgia Library Association Executive Board, December 15, 2016.