

GVUSD Inter-Library Loan (ILL) Policy & Procedures

Inter-Library Loan (ILL) is the procedure by which one library may request and borrow materials from another library within GVUSD for the use of a student. The purpose of ILL, or resource sharing, is to extend access to information and materials not normally acquired so that students may have access to the widest possible range of materials.

Responsibilities of Lending Libraries

- A. The library will be as generous as possible with primary consideration given to the interests of its student population.
- B. The lending library staff reserves the right to decide in each case whether a particular item should or should not be loaned.
- C. Lending libraries will not ordinarily loan the following:
 - a. Materials already owned by the borrowing library.
 - b. Reference materials or anything that the borrowing library would not loan in its own school.
 - c. Books in current and recurring demand.
 - d. Materials on reserve for group or class use.
 - e. Subject requests.
- D. The lending library will process requests promptly.
- E. The duration of the loan shall be set by the lending library, allowing at least one week for transport. Lending libraries will clearly designate the date by which the item must be returned by the borrowing library.

Responsibilities of Borrowing Libraries

- A. Each library should provide the resources to meet the ordinary needs and interests of its students. Material requested from another library should generally be limited to those items that do not conform to the GVUSD School Library Materials Selection Policy for the school's population, for which there is no recurring demand, or for which the information is not readily available within the school.
- B. Borrowing school library media centers should make every effort to exhaust their own resources before requesting from another library.
- C. Library staff must ensure the requesting student has a current GVUSD ILL Agreement on file at the home library and recorded in the student's patron record in Destiny.
- D. Library staff must confirm that the requesting student does not have any overdue materials and/or outstanding fines.
- E. All ILL requests must be made by the student or on behalf of the student by library staff through the Destiny catalog at <http://destiny.gvUSD.k12.ca.us>. All requests will be from library to library. No library will ILL directly to a student.
- F. The borrowing library will provide written documentation that clearly indicates the item's due date to the student.
- G. The borrowing library will make every effort to ensure the return of the borrowed materials in the condition they were received.

- H. All borrowed materials must be returned to the lending library within one week prior to the end of the school year.
- I. All borrowed materials are subject to immediate recall. The borrowing library should comply promptly.

Responsibilities of the Student

- A. Students must have a completed GVUSD ILL Agreement form on file at their home library for the current school year.
- B. Students must have a clear patron record with no overdue materials and/or outstanding fines.
- C. Students must make every effort to promptly return materials to their home library by the specified due date.
- D. Students are responsible for all materials borrowed and will need to pay replacement costs for materials that are lost or damaged while in their possession.
- E. ILL privileges will be revoked for students that do not return materials in a timely manner and/or do not return materials in the manner in which they received them.
- F. Ready Hold and Overdue notices will be sent to the email addresses recorded on the GVUSD ILL Agreement form(s). Students are responsible for checking his/her email and/or Destiny accounts. Students may check their accounts at any time by logging in to the Destiny catalog at <http://destiny.gvusd.k12.ca.us>

GVUSD Inter-Library Loan (ILL) Agreement

I have read and agree to abide by the GVUSD Inter-Library Loan (ILL) Policies and Procedures. I acknowledge that the materials borrowed from other GVUSD school libraries may contain more mature content than what is age appropriate for the student's home library and understand that the use of materials from other libraries within GVUSD is a privilege and is not guaranteed. I understand that I can preview and monitor the materials my child requests/checks out by logging in to his or her library account in the Destiny catalog: <http://destiny.gvUSD.k12.ca.us>. I agree to contact the library staff at my child's school site if I have any questions or concerns.

Please check one:

I grant my child permission to check out any material from GVUSD Libraries for the 201_ - 20__ school year.

I grant my child permission to check out library materials from GVUSD Libraries on a per item basis and will complete a GVUSD Inter-Library Loan (ILL) Materials Request form for each request (see reverse for sample).

School Site _____ Grade _____

Student Name (print) _____

Student Signature _____ Date _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian email address _____

Elementary & Middle School Sites:

Homeroom Teacher Name (print) _____

Middle & High School Sites:

Student Email Address _____

Special Requests:

Staff Use Only

Date information entered into student's patron record in Destiny: ____/____/____

Initial to indicate completion _____

GVUSD Inter-Library Loan (ILL) Materials Request

Student Name (print) _____

School Site _____ Grade _____

Item(s) Requested:

Destiny Catalog: <http://destiny.gvUSD.k12.ca.us>

Title _____

Author _____

This item is currently located in the LHS RMS WES SVES Library

Title _____

Author _____

This item is currently located in the LHS RMS WES SVES Library

Title _____

Author _____

This item is currently located in the LHS RMS WES SVES Library

I have completed the GVUSD Inter-Library Loan (ILL) Agreement for the current school year and grant my child permission to check out the library materials listed above.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Please return this form to your child's home library staff.

Staff Use Only

Date received: ____/____/____

Completed GVUSD ILL Agreement Form for the current school year on file.

Initial to indicate completion _____

