CDLC Interlibrary Loan Protocol

Whereas:
At their first meeting, the CDLC Board of Trustees adopted the principle that library material that was available for circulation to a library's own patrons would be available for lending to member libraries of the Council. It was also agreed that in the matter of serial requests material may be photocopied in lieu of lending, such photocopies to be done gratis.

Whereas:
In the intervening years bibliographic control, technology, the economy, staffing and state funding for libraries and library systems has changed necessitating a review of the library resource sharing relationship of CDLC member libraries and library systems. For the purposes of this document [the Protocol] a member is a member library of CDLC or a member of a CDLC member library system.

Whereas:
New York State supports library services for the Capital District with grants to libraries and library systems totaling over $4,000,000 annually. Funding in this amount brings with it an obligation to furnish meaningful statistics and auditable accountability to New York State Education Department (NYSED).

In addition, CDLC institutions (including library system members) spend over $10,000,000 annually in support of library acquisitions. Such an investment requires an efficient and cost effective program for utilizing the results of this investment.

Therefore:
The following principles apply to library resource sharing among libraries and library systems of the Capital District Library Council.

- Library resource sharing is intended primarily for the support of individual research. This Protocol covers print material (books and periodicals); lending of other types of library materials is at the discretion of the library.
- Gratis photocopies in lieu of lending are continued with the lending library obligated to provide up to 33 exposures (the current NYSILL limit) per request. Libraries may opt to charge a fee for, or to refuse to photocopy, requests in excess of 33 exposures.
- Sharing of electronic resources is at the discretion of the subscribing library, and subject to copyright and license restrictions.
- Interlibrary loans are between libraries not individuals.
  - A library's decision not to borrow on behalf of a certain segment of its own clientele does not lessen its obligations to lend to another library having no such restrictions.
  - Payment for lost or damaged items is the responsibility of the borrowing library. (Direct Access Program (DAP) loans are the responsibility of the patron. See DAP Guidelines.)
- Bibliographic information needed for ILL is based on the needs of the library filling the request. Data for statistical information is based on the needs of CDLC and NYSED to support the programs at the funding level deemed necessary. The elements of both kinds of data should be agreed on by COIL after consultation with RAAC and CCD committees. Final assent shall be from the CDLC Board of Trustees to ensure that the Council and NYSED have the necessary core data for program support and to maintain the CDLC Plan of Service.
- In keeping with the recommendation of the Shoffner Report* on New York State Interlibrary Loan, and the CDLC Regional Bibliographic Database/Interlibrary Resource Sharing Program** 1990-94 Plan, point-to-point interlibrary loan was established region-wide, with the use of a standardized ILL form, on December 1, 1995.
In order for the constituent member library systems (public and school) to monitor and plan for efficient utilization of existing resources within their library systems, point-to-point access beyond the local library system (by an individual library) is available only after checking the system's resources.

- Point-to-point system access is limited to libraries and library systems that are either direct members of CDLC or have access to the regional union catalog, either by CD-ROM or by World Wide Web access to CaDiLaC/Online. Constituent member libraries are encouraged to be trained by CDLC. Libraries may contact CDLC to request individualized training.

- Equitable resource sharing is a goal towards which libraries should strive. In the interest of equitable lending, libraries are encouraged to consider the net borrowing/lending status of potential lenders. With this in mind, a library may be designated as a lending "library of last resort" to achieve equitable resource sharing within CDLC. This would be applicable in the following circumstances:
  
  - The largest library (or the largest net lender) may be designated a "last resort" library in order to work towards interlibrary loan request load leveling.
  - Special libraries with a demonstrated record of net lending within CDLC may also be designated "last resort" libraries for the purpose of load leveling.
  - In addition, a CDLC library may be designated a "library of last resort" for a limited time due to special circumstances, such as building construction, moving of collections, disasters, temporary staff shortage, etc. When the need for a temporary "library of last resort" status arises, a member library needs to notify CDLC and the other member institutions about the nature and duration of the situation.

In addition, the following practices are mandated:

- The standard data elements are to be used on all requests.
- Libraries may indicate in the ILL manual by what methods requests will be accepted, such as OCLC, telefacsimile, email, CaDiLaC Online, telephone or whatever the technology permits.
- Libraries are obligated to process requests according to the standard procedures of each electronic ILL system in which they are participants.
- Each CDLC library reserves the right to refuse to lend materials to any library that is demonstrably negligent in fulfilling its responsibilities for borrowing and lending in good faith.

*Shoffner report: The Shoffner report was based on a study of New York interlibrary loan whose principal recommendation was to move from a hierarchical system to a point-to-point system of interlibrary loan. The report in its entirety was published in 1986 as "Interlibrary loan in New York State: recommended redesign."

**Regional Bibliographic Database/Interlibrary Resource Sharing Program is a state-wide program, funded by the Division of Library Development for the improvement of automation and resource sharing in libraries in the nine 3R's councils.