

**Subject:** Interlibrary Loans  
**Effective:** September 1999  
**Revised:** *July 2005; January 2007*

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**1.0 PURPOSE**

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- 1.1** The purpose of this policy is to define standards for requesting and supplying library materials outside the New Brunswick public library system.
- 1.2** This policy replaces New Brunswick Public Library Service (NBPLS) Policy 310 – Interlibrary Loans.
- 1.3** Standards for requesting library materials between libraries, within the New Brunswick public library system, are stipulated in NBPLS Policy 1052 – Access to Library Materials.

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**2.0 APPLICATION**

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This policy applies to New Brunswick public library system and other libraries requesting interlibrary loans.

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**3.0 DEFINITIONS**

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**Interlibrary loan (ILL)** refers to the cooperative public service arrangement between the New Brunswick public library system and other libraries for the borrowing and lending of materials. In keeping with the Canadian Library Association (CLA) and l'Association pour l'avancement des sciences et des techniques de la documentation (ASTED), the purpose of ILL loan is to obtain, upon request of a library user, materials not available in the New Brunswick public library system. Within the New Brunswick public library system, ILL requests are received in libraries and processed centrally in the region's library resource centre.

**Library material** refers to print and non-print items that are available for loan.

**New Brunswick public library system** refers to the provincial network of provincial and regional offices and public libraries.

**Exempted library material** refers to items that are not available for interlibrary loan. See Appendix C for a list of NBPLS exempted library materials.

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**4.0 LEGAL AUTHORITY**

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[\*New Brunswick Public Libraries Act\*](#)

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**5.0 GOALS / PRINCIPLES**

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- 5.1** New Brunswick public library system adheres to the Interlibrary Loan Code adopted by the Canadian Library Association and l'Association pour l'avancement des sciences et des techniques de la documentation.
- 5.2** Under the Canadian Library Association's Intellectual Freedom Position Statement and La charte des droits du lecteur of the l'Association pour l'avancement des sciences et des techniques de la documentation, libraries shall acquire and make available the widest variety of materials.
- 5.3** New Brunswick public libraries provide access to interlibrary loan service in order to meet the educational, informational, recreational and cultural needs of users when the provincial collection of library materials does not meet those needs. When resources permit, it is provided free of charge.
- 5.4** The provision of interlibrary loan service is an adjunct to, not a substitute for, collection development.
- 5.5** Library materials should be loaned whenever possible and loans processed as soon as possible.

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**6.0 REQUIREMENTS / STANDARDS**

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- 6.1** New Brunswick public libraries will adhere to the responsibilities for requesting and supplying library materials as outlined in the CLA/ASTED Interlibrary Loan Code (see Appendix A), in addition to the following:
- ILL service will be provided free to patrons and other libraries except when service charges are imposed by the supplying library. In this case, the New Brunswick public library system will charge an ILL service fee, on a cost-recovery basis. See NBPLS Policy 1055 – Library Fees.
  - Requested library material will be considered for purchase in the New Brunswick public library system provincial collection, before requesting it through ILL (e.g. frequently-requested materials).
  - Exempted library material will be screened out and not requested from libraries (see section 3.0).
  - The New Brunswick public library system will use a patron ILL request form (see Appendix B) which indicates whether or not a patron is willing to pay for any borrowing or photocopying of library materials from supplying libraries. This will influence the choice of potential suppliers for those requests.
  - New Brunswick public library system will accept a maximum of 10 active ILL requests as the limit from a patron at any one time.

- All information will be verified before forwarding the ILL request. The source of the information must be indicated and, if no verification is possible, the sources consulted must be specified. Each ILL request will include some or all of the following bibliographic information:
  - Author
  - Title
  - Publisher
  - Date of publication and edition
  - ISBN (International Standard Book Number) or ISSN (International Standard Serial Number)
  
- Library materials (e.g. microforms) obtained through ILL can circulate and do not need to be restricted to in-house use if it is agreeable to the supplying library.
  
- Requests for photocopied material must comply with the [Copyright Act](#) and its related agreements (see NBPLS Policy 1052 – Access to Library Materials, *Appendix C – Access Copyright*).
  
- When the New Brunswick public library system fills an ILL request, the loan period will normally be one calendar month from the date of dispatch.

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## **7.0 GUIDELINES / RECOMMENDATIONS**

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## **8.0 REGIONAL GUIDELINES AND PROCEDURES**

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In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

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## **9.0 REFERENCES**

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Copyright Act of Canada. (<http://laws-lois.justice.gc.ca/eng/acts/c-42/>).

La charte des droits du lecteur. Association pour l'avancement des sciences et des techniques de la documentation.

Intellectual Freedom Position Statement. Canadian Library Association.

Interlibrary Loan Code. Canadian Library Association / Association pour l'avancement des sciences et des techniques de la documentation (Ottawa, 1995).

New Brunswick Public Libraries Act. (<http://laws.gnb.ca/en/BrowseTitle>).

*Related NBPLS Policies:*

Policy 1013 – Travel to the Post Office.

Policy 1052 – Access to Library Materials.

Policy 1054 – Return of Library Materials.

Policy 1055 – Library Fees.

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**10.0 CONTACTS FOR MORE INFORMATION**

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NBPLS Provincial Office, (506) 453-2354