

Title	Invercargill City Libraries and Archives Interloan Guidelines
<b>Reference Number:</b>	G:\ Policies and guidelines \ Interloan Guidelines
<b>Authorised by:</b> M. Foster Library and Archives Manager	Effective Date: 1 May 2016
<b>Purpose</b> This defines the statement of intent of these guidelines	To supply items to Invercargill City Libraries and Archives members which are not held in the Invercargill collections and are available elsewhere in New Zealand.  To supply items to other libraries within New Zealand.
<b>Scope</b> This defines who the guidelines apply to.	Invercargill City Libraries and Archives are part of the National Library's Te Puna interloan scheme, which means that we will supply to, and can borrow from (on behalf of our members), any New Zealand or Australian Library which is part of this scheme.  The Library has reciprocal agreements with the National Library, libraries from the region and with public libraries throughout New Zealand. A charge of \$5.00 will apply to all interloans. Items borrowed from libraries outside the reciprocal agreements will incur a higher charge.
<b>Definitions</b> (of any terms of acronyms)	Interloan – refers to items borrowed or lent on behalf of a person or library.
<b>Principles</b> This section outlines the principles of the management guidelines.	Invercargill City Libraries and Archives will lend (to other libraries which are part of the interloan scheme): <ul style="list-style-type: none"> <li>• All books from its lending collections which are more than 6 months old</li> <li>• Photocopies of magazine and newspaper articles</li> <li>• Multi-media items</li> </ul> Invercargill City Libraries and Archives will generally NOT lend via interloan: <ul style="list-style-type: none"> <li>• Non-lending items</li> <li>• New books (less than 6 months old)</li> <li>• Physical items to overseas libraries – articles may be photocopied that comply with copyright legislation.</li> </ul> What we will borrow from other libraries, on behalf of library members <ul style="list-style-type: none"> <li>• All reasonable requests for items not held at</li> </ul>

	<p>Invercargill City Libraries and Archives will be considered</p> <ul style="list-style-type: none"> <li>• Audio books from the National Library are only available for vision impaired customers.</li> </ul> <p>Overseas interloans</p> <ul style="list-style-type: none"> <li>• All interloan requests to or from overseas libraries will be considered on a case by case basis and higher fees will apply.</li> </ul> <p>Exceptions to these general rules may be made on a case by case basis</p>
<p><b>Procedure</b> This section states what responsibilities both staff and management have in relation to the application and ownership of the guidelines.</p>	<p>Loan period and renewals to other libraries</p> <ul style="list-style-type: none"> <li>• Items are loaned for four weeks.</li> <li>• Items may be renewed, once only, for 4 weeks beyond the due date (when there are no other customers on the waiting list).</li> <li>• DVD's will not be renewed.</li> </ul> <p>Loan period and renewals (interloans to our members)</p> <ul style="list-style-type: none"> <li>• Items received on interloan are issued to Invercargill City Libraries and Archives members for 4 weeks (from the date of issue to the customer) or to the date set by the lending library.</li> <li>• Items may be renewed with the agreement of the lending library.</li> </ul>
<b>Revision History</b>	
<b>Effective Date</b>	
<b>Review Period</b>	Every three years
<b>Associated Documents/References</b>	ICL Conditions of Use