

<b>Series</b>	<b>300</b>	<b>Instruction</b>
<b>Section</b>	<b>360</b>	<b>Instructional Resources and Services</b>
<b>Policy</b>	<b>362.1</b>	<b>Interlibrary Loan</b>

The legal responsibility for the use and distribution of library materials rests ultimately with the School Board. The Board promotes a District library media program in each of the five District libraries to ensure that Kewaskum students and staff are effective users of ideas and information.

Libraries within the School District of Kewaskum may supplement their holdings through interlibrary loan to support the educational, research, and general needs of District students and staff. However, it is the Board's intention that the interlibrary loan program shall not take the place of ongoing collection development in each District library that reflects the curricular needs, and the District's Mission and Vision.

The School District of Kewaskum will comply with guidelines as stated in the Wisconsin State Statutes 43.72 – Interlibrary Loans:

**43.72 Library exchanges.**

**(1)** School library books and other instructional material belonging to one school district may be loaned to another school district for use in any school library of that school district.

**(2)** Any public library board and school board may make such exchanges and loans of books and other instructional material as are agreed upon for the purpose of increasing the efficiency of both libraries and ensuring the best service to the schools and all citizens.

**(3)** Any school district that borrows materials through a public library system shall reciprocate by sharing with other participating libraries materials that are not in immediate or constant demand by the school library's primary clientele, as determined by the school district.

The following guidelines shall be followed when handling interlibrary loan requests:

- Every effort will be made to meet patron needs with district collections before beginning the outside interlibrary loan process.
- Loaning and borrowing of materials will be at the discretion of school library staff as stated in Wisconsin State Statute 43.72(3) listed above.
- Patrons will be personally responsible for all materials borrowed for them and will need to pay replacement costs for all materials that are lost or damaged while in their possession. All library services will be revoked until replacement costs are paid.

It is the Board's policy that the interlibrary loan program in the School District of Kewaskum may, at times, be limited due to staffing and funding constrictions.

**Legal Reference:**

**Cross Reference:**

**Approved: August 2006**

**Revised/Reviewed**