

**DEERFIELD COMMUNITY**

**CODE: 362**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 05/18/09**

**INTERLIBRARY LOAN POLICY**

It is in the best interest of the Deerfield Community School District that individual libraries within the school district collectively share their resources to further enhance the educational needs of the administration, faculty, and students. Students and staff may request materials be transferred from school to school to meet their needs when appropriate. Interlibrary loan should not be viewed as a substitute for collection development.

**Definition:**

Interlibrary loan is the procedure by which one library may request and borrow materials from another library within the school district for the use by an individual or class.

**Scope:**

1. All Types of materials regardless of format may be requested from a School District of Deerfield Library. The lending library will determine in each case whether the materials can be supplied.
2. Although the requested material may currently have an “in” status, it is not mandatory that the material be provided if the librarian considers it to be an item that will be sued in the near future by a student or faculty member at that school. The decision to loan material rests at the discretion of the library Media specialist who may consult with the administration prior to making any determination.
3. All materials will be handled in compliance with current copyright regulations.

**CROSS REF.:**