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ALI member libraries share books, scores, audio-visual materials, microforms, and copies with each other at no charge.

While there may be some local justification for either limiting or restricting a loan or for not lending an item at all, such restrictions should be avoided, if at all possible. However, it is acknowledged that certain types of materials (e.g. rare, fragile, or other non-circulating materials) may be lent through a negotiated process. It is also acknowledged that individual libraries may set limits on the number of volumes, reels, fiche, etc., which may be sent to fulfill any one request.

Charges
All processing fees will be waived for ALI member libraries, including rush fees, copying fees and overdue fees. Fees for photocopy requests for more than 75 pages or for special formats may be charged at the lender’s discretion with prior notification to and approval
of the requesting library. Fees pertaining to replacement or repair of lost or damaged items are not waived, and will be promptly paid by the borrowing library.

**Processing Expectations**
Resource-sharing services to other ALI member libraries should exceed or be equivalent in speed and quality to any other consortial agreements of which a member library is a part. Interlibrary loan systems should be checked a minimum of once daily and responded to within two business days.

**Loan Period**
The suggested ALI loan period is eighty (80) days unless the item is recalled. This could be one loan period of eighty (80) days or a forty (40) day loan with one forty (40) day renewal. The loan period should include the time the material is in transit.

**Delivery**
Loans are shipped via the statewide delivery service if at all possible. ALI member libraries should have a minimum of three (3) days of delivery service.

Copies are delivered electronically unless the quality of the electronic transmission would make it unusable (e.g. bad copies from microfilm, important illustrations made unclear). Possible methods of electronic delivery include Odyssey, Ariel, and e-mail PDF attachment. If electronic transmission is not possible, copies will be sent via the statewide delivery service.

**Discovery**
ALI member libraries will maintain accurate holdings in OCLC WorldCat and interlibrary loan policies in the OCLC Policies Directory.

**ALI Reciprocal Borrowing Program**
All ALI member libraries will participate in the ALI reciprocal borrowing program. Information regarding the program and procedures for obtaining an ALI Borrowers Card should be posted on ALI member library websites (see Appendix B).

**Statistics Reporting**
In order to continue the advancement of resource sharing among ALI libraries through data-driven decision making, it is recommended that annual statistics be made available upon request. Annual statistics would include the number of requests received from other libraries and the number of items supplied to other libraries broken down by out-of-state libraries, Indiana academic libraries, and Indiana non-academic libraries including the number of loan requests versus number of copy requests.

**ALI Resource Sharing Code Sub-Committee Members**
Tina Baich, Interlibrary Loan Librarian, IUPUI University Library
Collette Mak, Head, Resource Access and Delivery, Hesburgh Library, University of Notre Dame
Appendix A: Links to Resource Sharing Documents

ALA Interlibrary Loan Code for the United States (rev. 2008)
http://www.ala.org/ala/mgrps/divs/rusa/resources/guidelines/interlibrary.cfm

Interlibrary Loan Code for the United States Explanatory Supplement
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http://www.in.gov/library/3288.htm


Appendix B: ALI Reciprocal Borrowing Program

Introduction
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To participate, the borrower needs a signed ALI Borrowers Card from the home institution library, campus identification, and a photo ID with a current address, such as a driver’s license.

The ALI Borrowers Card grants privileges for up to one year, expiring on or before June 30th.

Eligibility: Faculty, Staff, Students
Currently employed faculty and staff and currently enrolled students in good standing may be granted borrowing privileges at participating libraries by obtaining a signed ALI Borrowers Card from the home library. The home library has final authority to issue or deny this privilege and determines the expiration date on the ALI Borrowers Card. The library staff member issuing the ALI Borrowers Card will verify eligibility and make certain that the borrower’s home library account is not delinquent.

Materials Available for Onsite Loan
Borrowing privileges are determined by each lending (host) library, which may provide shorter or different loan periods from those available at the individual’s home library.
Other restrictions may also apply. Some library materials such as periodicals, videos and other media, reference works, archival and special collections, and books on course reserve may not be available for loan.

**Borrower Responsibilities**

Borrowers are subject to the rules and regulations of the lending library and are responsible for knowing and observing these rules. Borrowers must present the lending library with a valid, current ALI Borrowers Card issued by the home institution, campus identification, and a photo ID with a current address. Some lending libraries may issue an additional borrowers card. Borrowers are responsible for the safe and timely return of materials to the lending library. Borrowers may return items via their home institution's courier service, but they are responsible for any overdue charges incurred. Borrowers are responsible for all financial obligations incurred at the lending library. Failure to receive notification does not absolve borrowers of library obligations.

Borrowers are responsible for supplying a current mailing address to the lending library.

**Loan Periods, Recalls, Penalties:**
The lending library's regulations related to loan periods, renewal and recall procedures, and fines apply to all loans.

Borrowers should report lost or damaged materials to the library from which the item was borrowed.

Borrowers are responsible for paying any fines, lost/damaged book charges or processing charges incurred. Checkout privileges may be withdrawn if borrowed material is not returned by the due date or if library fines and charges are not paid.

Borrowing from another institution is a privilege and not a right. Failure to comply with the loan policies of the lending institution may result in a penalty appropriate to the non-compliance.

Problems that cannot be resolved simply between the borrower and the lending library will be referred to the home library. In issuing an ALI Borrowers Card, the home library assumes ultimate responsibility for lost or damaged materials.

**COMMENTS submitted by:**
Karl Stutzman
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Elkhart, IN 46517
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574-296-6280
Matthew,

I am responding to the ALI Resource Sharing Code that was distributed to our library. Overall, I feel that the policy is clear and helpful for defining the level of service provided to ALI libraries. Thank you for giving us a chance to share our input.

“Loan Period” We have a 4 week loan period and 3 week renewal period. From a cursory look at ALI libraries in the Policies Directory, it appears that the majority of libraries have a 3-4 week loan period with a similar length renewal. I’m not sure that the 80 day loan period (or 40-40 loan period) reflects the desires of ALI libraries. Our loan period will most likely remain as it is.

I’m glad that the OCLC Policies Directory is mentioned. Perhaps an effort could be made to contact those ALI libraries who have incomplete information and offer assistance in updating it.

“Statistics Reporting” We do not currently report ILL statistics to ALI on a regular basis, do we? We normally don’t track our statistics by in-state or out-of-state, but I know we could gather that data if needed.

“ALI Reciprocal Borrowing Program” I hadn’t previously been able to locate this information. It was very helpful. Is it possible to have the guidelines printed on a brochure to be distributed to libraries with blank ALI cards? It seems like all of the information we have around here is outdated.

I’ve had a question for awhile that I haven’t had a chance to ask someone outside my institution. Should we be making it a priority to request articles from Indiana libraries before requesting out of state? Since courier service is not involved with electronic transactions, we have set our custom holdings to prefer libraries who have Ariel or Odyssey, but are not necessarily within in Indiana. I heard a comment once that seemed to imply that we should be requesting most of our articles in-state. Is that a common opinion? If so, what is the theory/philosophy behind that?

Thanks!

Alison Johnson
Public Services Librarian, Jackson Library
Indiana Wesleyan University
4201 South Washington Street
Marion, Indiana 46953
(765) 677-2383
www.indwes.edu/library
Matthew,

Greetings from Saint Joseph's College. My staff and I read the proposed resource sharing code. One issue that we have is about the suggested 80 day loan period. Currently, we work with a 30 period with one 30 day renewal. I assume 80 days is not an arbitrary number, but I wondered about the basis for that loan period. Most likely, we would continue with our current practice. The other issue is that scanning articles for electronic delivery doubles the amount of time spent for each article. We do not have Ariel or Odyssey which might be faster. Photocopying is a much faster and less fussy process. Just wanted to make that point. We will send electronically when possible.

I appreciate all the efforts to encourage resource sharing. In the long run, it helps all institutions.

Cathy Salyers
Library Director
Saint Joseph's College

Hello Matthew,

From a director's point of view the proposed code seems very reasonable. I especially like the requirement to include the information in appendix B on all organization websites. Will this info be made available digitally?

I know my ILL person, Barb Chen, has some questions/concerns around the loan periods as defined in this code, you should be hearing from her if you haven't already. My understanding is that this is a draft, will it be something we vote on at our annual meeting in May? Thanks to you and the other members of the committee for all of your time and hard work on this!

--Karla

Karla Alexander, M.L.S.
Director, Library Services
Liaison to School of Creative Arts
Lee and Jim Vann Library
University of Saint Francis
260-399-7700 x. 6060
http://www.sf.edu/library
Concerns from University of Southern Indiana’s D.L. Rice Library
Regarding the DRAFT Proposal of the ALI Resource Sharing Code
December 2010

We greatly value the cooperative arrangements that allow us to share resources, but we were surprised by, and concerned about, some of the elements in this draft policy. Do other ALI libraries share these concerns? What is the rationale for these changes? It seems to us that in general loan periods have tended to become shorter, not longer, so we wonder why a period as long as 40 – 80 days is being recommended.

(1) The length of time for loans is a concern. Eighty days is over 11 weeks, which means that an item loaned is unavailable to any student or faculty member at the owner library for the greater portion of a 15 week semester and all of any summer session. Even a 40 day loan is almost 6 weeks. We recommend a 30 day loan period with a possible renewal if no one at the owner library has placed a hold.

(2) Why would policies cease to restrict archival and reference material? If any rare or fragile material was requested for loan, negotiation would be required but lending would most likely be denied. Surely we are not alone in wanting to protect rare or fragile materials we do not even let our own patrons remove from the library. And much that is in reference is used too frequently to be loaned even for 10 - 15 days. There seems to be a conflict between this proposal and Appendix A, “Materials Available for Onsite Loan” which allows lending libraries to restrict certain types of materials such as “periodicals, videos and other media, reference works, archival and special collections, and books on course reserve.” The ALI Resource Sharing Code expects member libraries to share these materials via ILL but recognizes that lending libraries may choose not to circulate them via the ALI Reciprocal Borrowing Program. Might not the code support the statement for the reciprocal borrowing program?

(3) At present we rarely circulate media, and while we are willing to reconsider that policy, our concern is that we typically purchase DVDs (many quite expensive) requested by faculty for specific courses. If we loaned any of these for even 40, much less 80, days, those faculty would be understandably annoyed and students inconvenienced since the entire purpose of our owning these is to support those specific courses. Recreational DVDs are of less concern.

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Ruth H. Miller  
Library Director  
David L. Rice Library  
University of Southern Indiana  
8600 University Blvd.  
Evansville, IN 47712-3595  
tel: 812/464-1824  
fax: 812/465-1693  
rhiller@usi.edu  
http://www.usi.edu/library/index.asp
1 December 2010

Dear Dean/Director:

The Academic Libraries of Indiana (ALI) Resource Sharing Committee (RSC) has created the attached *ALI Resource Sharing Code*. The proposed code attempts to articulate best practices for statewide resource sharing amongst members of ALI and is founded upon the philosophy that resource sharing is a core and mission-critical service. We believe that the future adoption of the code will help Indiana’s academic libraries more efficiently meet user information needs through the development of positive resource-sharing workflows and practices.

The Committee is sharing this document with interlibrary loan managers and coordinators as well as directors and deans across the ALI membership in order to solicit suggestions and recommendations for the improvement of the code’s structure and language.

I invite you to send general remarks or marked-up file attachments to me, Matthew Shaw, at mcshaw2@bsu.edu. The Committee will fully consider all comments received by **15 January 2011**.

Thank you, in advance, for your valuable input.

Sincerely,

Matthew Shaw, Chair
ALI Resource Sharing Committee
Academic Libraries of Indiana (ALI) Resource Sharing Code  
Committee-Approved Final Draft  
(Submitted to Board of the Academic Libraries of Indiana, 11 Oct 2010)

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Tina Baich, Interlibrary Loan Librarian, IUPUI University Library  
Collette Mak, Head, Resource Access and Delivery, Hesburgh Library, University of Notre Dame  
Rita Rogers, Head, Document Delivery Services, Wells Library, Indiana University-Bloomington

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Matt,

We have reviewed the attached draft and have one area of comment. We were wondering how the committee arrived at an 80 day loan period for an ALI loan. This is much more lengthy than we have as a general rule for our current Interlibrary Loan lending which is 30 days. If you are counting votes on this issue, I’d be more in favor of the 40 plus 40.

Overall though we didn’t spot any other concerns. Good job!

Rhonda

Rhonda Armstrong, Dean of Indiana University Kokomo Library
Indiana University Kokomo
2300 S. Washington Street
P. O. Box 9003
Kokomo IN 46904-9003
Phone: (765) 455-9343
rkarmstr@iuk.edu

Concerns from University of Southern Indiana’s D.L. Rice Library
Regarding the DRAFT Proposal of the ALI Resource Sharing Code
December 2010

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Greetings,

We have reviewed the proposed code and agree that it assists membership in providing services. Appendices A and B are clear in structure and language-very straight forward.

As a small private library, we utilize the statewide delivery service. We provide only one day of delivery at the Fort Wayne campus. Our satellite campuses in Elkhart and Indianapolis do not have delivery service. We are willing to investigate electronic delivery systems. I would like to learn about the costs involved and the advantages/disadvantages of Odyssey, Ariel and other programs. We currently do not maintain OCLC WorldCat records. We try to promote the ALI Reciprocal Borrowing program and post this information on our LIBguide pages. We keep statistics and are more of a borrower than a lender. We have run into journal limitations which demonstrate our need to purchase some hard copy materials in a few subject areas. I hope this information is useful for the committee.

Regards,

Connie Scott, Director
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Fort Wayne, IN 46803
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f: 260-422-3189
cescott@indianatech.edu
www.indianatech.edu

Dear Mr. Shaw:
Response from the IU School of Dentistry Library to the ALI Resource Sharing Code

Reciprocal Service

We currently only provide reciprocal service on returnables. I am hesitant to begin providing articles since we are the only dental library in the state and have such a specialized collection.

Loan period

Eighty days is a too long time for our materials. Our own students and faculty only have a maximum of six weeks. Currently our ILL returnables are sent out for 30 days and this seems to work well for the libraries we send materials to.

Delivery

We do not use WHEELS

Statistics

Currently we do not capture statistics in the way this document states. It would not be difficult to add the two categories – Indiana Academic and Indiana Non-Academic – to our database.

If you have any questions, please feel free to contact me.

Thank you.

Barbara A. Gushrowski, MLS
Access and Instructional Services Librarian
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fax 317-278-1256
bgushrow@iupui.edu