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
Introduction
The Academic Libraries of Indiana (ALI) endorses the American Library Association’s Interlibrary Loan Code for the United States and the Indiana Resource Sharing Manual. All ALI member interlibrary loan transactions are governed by these and relevant U.S. copyright law. The ALI Resource Sharing Code is intended to reinforce and supplement these documents.


Philosophy / Principles
Resource sharing is the library cooperative in action and a core, mission-critical service. As a core service, interlibrary loan should be promoted at the national, regional, state, and local level. Strong resource sharing indicates a high level of library service, allows libraries to use their materials budgets effectively, and provides access to uniquely-held items. Indiana libraries should have generous lending policies for other Indiana libraries.

The ALI Resource Sharing Code is intended to reinforce these principles as well as those expressed in the 2007 Indiana Resource Sharing Task Force white paper, “Wagging the Long Tail: Sharing More of Less” (see Appendix A).

Reciprocal Service
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
Rita Rogers, Head, Document Delivery Services, Wells Library, Indiana University-Bloomington

**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/interlibraryloancode.cfm

Interlibrary Loan Code for the United States Explanatory Supplement
http://www.ala.org/ala/mgrps/divs/rusa/resources/guidelines/interlibraryloancode.cfm

http://www.in.gov/library/3288.htm

Appendix B: ALI Reciprocal Borrowing Program

Introduction
The Academic Libraries of Indiana (ALI) agree to extend in-person borrowing privileges to faculty, staff, and students of member institutions. This is a cooperative onsite borrowing agreement among the participating members of ALI.

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.