

Inter-Library Loan Policy

Policy Type	Administrative Policy	Version:	4.0
Responsible Officer	Manager Customer & Community Services	Date Approved:	25/05/2022
Review Officer:	Coordinator Libraries	Review Due:	30/04/2026
Author:	Coordinator Libraries	Commencement:	25/05/2022

1. PURPOSE

To set out the terms and conditions relevant to requests for, and supply of items via the inter-library loan system to ensure that collaborative sharing of library resources is compliant with State Library of Queensland requirements.

2. SCOPE

This policy applies to all Council operated library facilities.

3. POLICY STATEMENT

- To ensure financial sustainability, items requested from library services outside Mareeba Shire via the Inter-library loans process will fall outside the scope of *Mareeba Libraries Collection Development Guidelines*.
- Library resources requested via inter-library loans processes may take an extended period of time to arrive since priority is assigned to loan requests lodged by the library customers of the the lending (the source) library.
- The original due date of an inter-library loan item may be subject to change by the lending library in accordance with the demand for the particular library resource item. Library customers agree to return their inter-library loan within three (3) days of receipt of any notification of the requirement to do so. The library customer is responsible for the payment of any late fees applied by the lending library and/or accrued by Council.

3.1 INTER-LIBRARY LOAN FEES

- Universities and other non-Government funded libraries charge a fee for public libraries to access their resources and this fee is passed on to the requesting library customer. The fee is subject to change without notice. The fees and charges levied by lending libraries for unreturned, lost or damaged items may be considerable and will also be passed on to the library customer.
- Council holds a current *Service Level Agreement for Public Library Services* with the Library Board of Queensland which provides that Council is obliged to provide a free public library service to include inter-

Human Rights Compatibility Statement

This policy has been drafted in alignment with obligations under s 58 of the *Human Rights Act 2019* (Qld)..

library loan arrangements with other Queensland public libraries and Indigenous Knowledge Centres and that a small fee contributing to administration costs may be applied for such service.¹

4. REPORTING

No additional reporting is required.

5. DEFINITIONS

Council – means the Mareeba Shire Council.

Inter-Library Loan – means an order for items requested from library services other than Mareeba Shire library branches.

6. RELATED DOCUMENTS AND REFERENCES

Mareeba Libraries Collection Development Guidelines (MSC)

7. REVIEW

It is the responsibility of the Manager Customer & Community Services to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.

¹ See Library Board of Queensland, State Library of Queensland, *Service Level Agreement for Public Library Services* (2018), 6-7 <<https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/public-library-grant-funding-service-level-agreement>>.