

SCOTT COUNTY LIBRARY SYSTEM

Board motion:

reviewed: July 2009

INTERLIBRARY LOAN POLICY

A. DEFINITION

An interlibrary loan is a transaction in which one library systems lends or provides a copy of an item to another library system upon request.

B. PURPOSE

The purpose of interlibrary loan is to expand the range of materials available to library users. Scott County Library System attempts to obtain material not owned in either its circulating or reference collections through an interlibrary loan request to another library system or network. The goal of interlibrary loan is to provide library materials to supplement the Scott County Library System as liberally as possible while recognizing the responsibility of the Scott County Library System to provide for the ordinary library needs of its customers. Interlibrary loan is governed by the rules and policies issued by the Scott County Library System, MELSA, Minitex, MnLINK and ALA.

C. NETWORKS

1. **MELSA** is a federated regional library system whose members are the public libraries of Anoka County, Carver County, Dakota County, Hennepin County/ Minneapolis Public, Ramsey County, Scott County, St. Paul Public and Washington County.
2. **Minitex** is a network of academic public and state agency libraries in Minnesota, South Dakota, North Dakota, Wisconsin and Iowa. Minitex is located in the Wilson Library at the University of Minnesota. Public library participation is paid through Library Services and Construction Act (LSCA) grants made by LDS.
3. **MnLINK** is a statewide virtual library that electronically links major Minnesota libraries. MnLINK is made up of two components: **Integrated Library System (ILS)** and the **Gateway**. The **MnLINK ILS** is designed to be a shared library automation system (software and hardware) for the University of Minnesota and other state colleges, Minnesota state agencies, K-12 school libraries, special libraries and public libraries. The **MnLINK Gateway** is software that facilitates electronic access to a multitude of different types of library resources. These include library catalogs, the Electronic Library for Minnesota (ELM), and subscription resources. The MnLINK Gateway now connects the online catalogs of Minnesota library systems and selected ELM electronic resources so that they appear to a user as a single source of information, allowing all to be searched simultaneously for library resources across the state. MnLINK Gateway is also being used to request interlibrary loan

resources from other MnLINK libraries across the state. Customers may access MNLINK directly at www.mnlinkgateway.org. They must be a registered user of a participating Minnesota library to request materials through the MnLINK Gateway. Requests placed through the MnLINK Gateway are managed by the individual libraries. Use of the MnLINK Gateway is governed by local library policies.

4. **ALA** or the National Interlibrary Loan Network is library systems outside of the Minitex and Minnesota networks. This communication is done on a standardized ALA form.

D. ELIGIBILITY

1. **Scott County** library card holders.
2. **MELSA** library member card holders are eligible for interlibrary loan privileges with any MELSA library system. Interlibrary loan services are provided to MELSA cross-over customers under the same rules and conditions as to the Scott County Library users.
3. **Minitex Referrals.** Any MELSA library user is eligible for interlibrary loan privileges from Minitex.

(Non-MELSA users cannot be stopped from receiving materials through MnLINK if they are registered card holders in our system) I'm not sure how or if we want to address this. We would certainly not go beyond MnLINK for a non-MELSA user unless they had purchased an out-of-county card.