

# ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE POLICY 7.42 INTER-LIBRARY LOAN

### (1) GENERAL PRINCIPLES

(a) This policy serves as an agreement between the libraries of the Milwaukee Public Schools and, in the spirit of cooperation, with other districts to provide quality service. Interlibrary loan is deemed necessary to provide a larger range of materials to meet informational needs otherwise not presently available at the Milwaukee Public Schools.

(b) Interlibrary loan should not be viewed as a substitute for collection development. Although this policy is voluntary, it is based on the premise that it is in the best interest of the students of the Milwaukee Public Schools that the individual libraries collectively share their resources to further enhance the educational needs of the administration, faculty, and students.

### (2) DEFINITION

“Interlibrary loan” is the procedure by which one library may request and borrow materials from another library for the use by an individual. The purpose of utilizing interlibrary loan is to obtain from other libraries materials that are not presently available in a library at Milwaukee Public Schools.

### (3) SCOPE

1. All types of materials, regardless of format, may be requested from a Milwaukee Public Schools 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 used in the near future by a student or faculty member at the Milwaukee Public Schools District.

3. Milwaukee Public Schools District will lend materials to other libraries. The needs of the Milwaukee Public Schools District library must be considered as first priority.

4. All materials will be handled in compliance with current copyright regulations.

**History:** Adopted 04-24-2008. Reaffirmed 8-29-19

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