

PEACE LIBRARY SYSTEM		RESOURCES LENT TO LIBRARIES (Required by <i>Libraries Regulation</i>)	
CATEGORY:	Programs and Services	POLICY:	S4-15
DATE APPROVED:	November 28, 2015	REVIEW IN:	2020

Background

Peace Library System (PLS) headquarters maintains several special in-house collections, including audio books, large print books, storytime kits, a limited professional collection, and the former University of Alberta Extension Library collection.

As a means of meeting its goal to provide an increase in library materials available to member libraries, PLS has instituted a program whereby individual items and blocks of books are lent to member libraries.

A separate International Collection in 17 languages (materials from the former Alberta Multilingual Book Collection) is housed at Grande Prairie Public Library (GPPL) and circulated by GPPL to member libraries.

Downloadable collections such as eBooks and audio books are made available through The Regional Automation Consortium (TRAC) online catalogue.

Policy

Special collections held by the Peace Library System are available for loan to all member libraries. The System may also loan materials from its collections to other library systems and libraries as requested for a reasonable period of time. Exceptions to this policy are those items that need to be consulted by staff on a daily basis. When appropriate, photocopies of relevant sections may be provided, provided copyright laws are not infringed.

Rotating blocks of library materials may be made available to Member Libraries for enhancement of their collections free of charge and to Contractors for a fee.

The blocks and kits cannot be accessed for direct loan by the general public. However, items from the rotating block collections can be accessed individually through interlibrary loan.

The loan period for these materials is set out in Schedule A.

In remote areas of member jurisdictions where conventional library service is not available, library materials may be circulated by mail to individual residents through a program offered by Marigold Library System.

Local Lending of Materials

The final responsibility for the selection and use of library materials normally lent rests with the local lending authority. All policies and decisions regarding the loan of member library materials are the responsibility of the member libraries.

The decision to include the System's rotating collections on library shelves for the use of patrons is the decision of the recipient library in accordance with collection development policies adapted at the local level.

Materials belonging to the System, but housed in member libraries, are subject to the lending rules of the library that loans the material and are the responsibility of the lending library.

In accordance with The Libraries Act, there shall be no membership charge for the use of library materials.

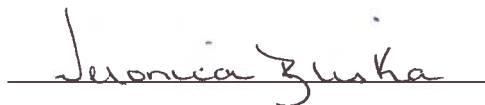
Guidelines – Rotating Collections

- (a) Recipient libraries will be responsible for ensuring that all items in a block are accounted for, packed and readied for shipment at the end of the lending period.
- (b) In the case of missing items, it will be the responsibility of the recipient library to retrieve the missing items. If an item has been lost or ruined beyond use, the Peace Library System expects to be reimbursed for the item. The cost of the material will be the current price or the original purchase price if the book is not in print.
- (c) Library Managers at participating libraries will be required from time to time, to provide information assisting the Peace Library System in its evaluation of the quality and effectiveness of the program.

Guidelines - Books by Mail

- (d) A patron shall be responsible for exercising due care and attention in the use of library materials and shall be responsible for the safe return of the item(s) borrowed.
- (e) The final authority for the use and borrowing of the materials rests with the System in consultation with Marigold Library System.

Chair's Signature:



Schedule A

Loan Periods for Library Materials

1. Christmas Blocks: 3 months
2. Large Print Blocks: 6 months
3. Adult Non-fiction Collection: 3 weeks
4. Juvenile Non-fiction Collection: 3 weeks
5. Adult Fiction Collection: 3 weeks
6. Juvenile Fiction Collection: 3 weeks
7. Audio Book Collection: 6 months
8. Professional Collection: 3 weeks
9. International Collection 3 months
(circulated directly through Grande Prairie Public Library to libraries)