

PUBLIC LIBRARIES IN WESTERN AUSTRALIA
INTER LIBRARY LOANS CODE OF PRACTICE

8 August 2018

As endorsed by the Operational Management Group comprising members from State Library of Western Australia and Public Libraries Western Australia Inc.



Background

The Operational Management Group comprising representatives from Public Libraries Western Australia Inc. and State Library of Western Australia endorsed a number of recommendations for the rules governing Inter Library Loans in Western Australian Public Libraries. Commencing on 1 September 2018 this Code of Practice will outline the roles and responsibilities of the requesting and supplying libraries in order to ensure adherence to the restrictions in place.

Principles

There will be no restrictions on the number of Inter Library Loan requests placed per borrower as part of this Code of Practice.

All libraries participating in the Inter Library Loans system need to maintain the regulations as listed below:

Both requesting and supplying libraries assumes responsibility for:

1. Complying with the guidelines for ILLS.
2. Ensuring the confidentiality of the requesting patron is respected.
3. Undertaking regular VDX housekeeping and completing all processes in a timely manner

Requesting library assumes responsibility for:

1. Complying with the restrictions as listed below.
2. Not requesting items that are restricted from ILL.
3. Clearly indicating, where a loan meets the exemptions criteria, the criteria that the loan should be lent on

Supplying library assumes responsibility for:

1. Supplying items, other than those that are restricted as below.
2. Providing a loan period of no less than four weeks for a metropolitan and eight weeks for a country loan
3. Considering requests for materials where the loan meets the exemptions criteria, particularly where not loaning that item may disadvantage a person with special needs

Restrictions

The following items are restricted from the Inter Library Loans system from 1 September 2018:

1. Items with an accession date 12 months or under – all categories and formats including fiction and non-fiction
2. Junior items
3. Young adult items (see exceptions list Appendix A)
4. DVD (see exceptions list Appendix A)
5. Audio (see exceptions list Appendix A)
6. No supply of multiple copies for book clubs

Restrictions will be reviewed on an annual basis.

External Loans

No fees charged to library members for external loans. External loan criteria will be reinstated, see Appendix B

APPENDIX A

Exceptions

Exceptions will apply for loans to library members with special needs or where the cost of purchase of an item exceeds the reasonable cost of the Inter Library Loan itself. Exceptions will apply as follows:

Graphic novels

YA and Adult Graphic Novels from series where cost and space would make it prohibitive for libraries to hold complete series.

DVDs

Required for education purposes and not available for purchase
DVD series where extensiveness of series is cost-prohibitive

Special needs

- Supply of Large Print and Audio for housebound customers
- Access to information for people with disabilities in a format that will enable them to access the information as readily as other people are able to access it, as per the Disability Service Regulation 2004
https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s36857.html
- Access to information for people from culturally and linguistically diverse (CALD) backgrounds - this includes access to all LOTE materials regardless of age, as per the Multicultural statement, Multicultural Australia – united, strong and successful
<https://www.homeaffairs.gov.au/trav/life/multicultural/multicultural-statement>
- Small non-metropolitan libraries with population less than 1,000 as per list below:

Beacon	Eneabba	Mount Magnet	Trayning
Bencubbin	Gascoyne Junction	Mukinbudin	Upper Gascoyne
Bolgart	Hyden	Murchison	Useless Loop
Brookton	Kondinin	Narembeen	Wandering
Bruce Rock	Koorda	Norseman	Westonia
Calingiri	Kukerin	Nungarin	Wickepin
Carnamah	Kulin	Nyabing	Wiluna
Cocos Home Island	Latham	Perenjori	Woodanilling
Cocos West Island	Meekatharra	Pingrup	Wyalkatchem
Cue	Menzies	Sandstone	Yalgoo
Darkan	Mingenew	Shark Bay	
Dowerin	Mogumber	Tammin	
Dumbleyung	Morawa	Three Springs	

APPENDIX B

External Loan Criteria

(http://plo.slwa.wa.gov.au/services/vdx/vdx_manual/VDXManualPart3.pdf)

To improve client access to resources, the State Library mediates the interlibrary lending of items not held within the WA public library network.

Requests are made via Libraries Australia Document Delivery (LADD), a web-based interlibrary loan and document delivery system operated by the National Library of Australia. LADD provides access to over 700 Australian libraries and Te Puna (New Zealand Library catalogue).

In addition to the restrictions listed in the Inter Library Loans Code of Practice, the following items are not available for external loan:

- Non-fiction items of insubstantial content
- Fiction items – unless they are needed for research or study purposes
- Academic/student texts or student reading
- Car workshop manuals
- Genealogical material
- Formats unlikely to be lent; e.g. serials, Australian/International Standards, patents, maps, CD Rom or photographs/images/prints
- Out of print items

Conditions may be applied to the supply of external loan requests. Libraries must abide by and enforce any conditions requested by the lending library. The following are common:

- In Library Use Only – some items will only be supplied for use within your library only. If this condition will not suit your client's needs, ensure you add a public note to your VDX request for a "Loan Copy".