**PUBLIC LIBRARIES IN WESTERN AUSTRALIA**

**INTER LIBRARY LOANS CODE OF PRACTICE**

**1 January 2020**

**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 January 2020 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 and Exceptions**

The following restrictions and exceptions apply to the Inter Library Loans system from 1 January 2020. Exceptions will apply for loans to library members with special needs, where the cost of purchase of an item exceeds the reasonable cost of the Inter Library Loan itself or for Local Governments serving populations of 1,500 or less (see Appendix A).

1. Items with an accession date 12 months or under – all categories and formats including fiction, non-fiction, junior, young adult and audio
2. DVDs (see exceptions list Appendix A)
3. No supply of multiple copies for book clubs

Restrictions will next be reviewed commencing July 2021.

**External Loans**

No fees charged to library members for external loans. External loan criteria is included at 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:

**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](https://clicktime.symantec.com/a/1/_YYiBIhmYfafWYfCmBmhtAGpkOmn8qd1KN_9-cU8Z_0%3D?d=X3NfjSnm_TmYnlqXwgQnIlagAgvuXpHD2ne019tG5hLyOPgnA7aptRrOJzuWBh16hkBv-XyDWban0Vev3IhZV5J_lvKswZszJw4jdDq0j6Cue3UDevIDxDSAVj64qIssuREoKEyIS9HXMvuaUq0dvh-vNXtvQcTb0-I4p6uyKVg5OV_hvtzQdE3CRHTVkqIX6zC_5ZjwoZndU7UgdHz04UuoPS-3piNOIJPgt0pVkGxwNGWlHqMqfGzHP-zlhGsrsP6MOW3vfcqB-PKHhCLA-ys944Lelmeh714nTJqdquwNOS6YX5rtQ59If9rF49OtHUPnR0WR6u0aHc026yBKNbsH1swbzN2pz_43rj-2S5qQZHrQc8AIDbkLQKfUVCfkZnkgYppTY7FncVmIqgSC3dpRop5bbM5TN2JuZ0LzoTFPeEUisJkKlpO4&u=https%3A%2F%2Fwww.legislation.wa.gov.au%2Flegislation%2Fstatutes.nsf%2Flaw_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/about-us/our-portfolios/multicultural-affairs/about-multicultural-affairs/our-statement>

* 2019-20 small non-metropolitan local governments with population less than 1,500 as per list below:

|  |  |  |  |
| --- | --- | --- | --- |
| Beacon |  Dumbleyung  | Leonora  | Quairading |
| Bencubbin |  Eneabba  | Meekatharra | Sandstone |
| Bolgart |  Frankland |  Menzies | Shark Bay |
| Bremer Bay  | Gascoyne Junction | Mingenew | Southern Cross |
| Brookton  | Gnowangerup | Mogumber | Tambellup |
| Broomehill | Goomalling  | Morawa | Tammin |
| Bruce Rock  | Greenhead | Mount Magnet | Three Springs  |
| Calingiri | Hyden | Mukinbudin | Trayning |
| Carnamah | Jerramungup | Murchinson | Useless Loop |
| Cocos Home Island | Kellerberrin | Nannup | Wandering |
| Cocos West Island | Kondinin | Narembeen | Westonia |
| Coorow | Koorda | Newdegate  | Wickepin |
| Corrigin | Kukerin | Norseman | Williams |
| Cranbrook | Kulin | Nungarin | Wiluna  |
| Cue | Lake Grace | Nyabing | Wongan |
| Cunderdin | Lake King | Ongerup | Woodanilling  |
| Dalwallinu | Latham  | Perenjori | Wyalkatchem  |
| Darkan | Laverton | Pingelly | Yalgoo |
| Dowerin | Leeman | Pingrup |   |
|  |   |   |   |

**APPENDIX B**

**External Loan Criteria**

**(**[**http://plo.slwa.wa.gov.au/services/vdx/vdx\_manual/VDXManualPart3.pdf**](http://plo.slwa.wa.gov.au/services/vdx/vdx_manual/VDXManualPart3.pdf)**)**

To improve access for clients to resources not held within the public library network State Library manages a budget to supply items on interlibrary loan which met a set criteria. Requests are made via LADD and mediated by State Library.

LADD (Libraries Australia Document Delivery) is a web-based interlibrary loan and document delivery system operated by the National Library of Australia. It provides access to over 700 Libraries Australia libraries and the New Zealand Te Puna interlibrary loan network. The VDX interlibrary software used by WA public libraries interoperates with LADD. Arrangements for paying all costs and charges incurred for supply of LADD (external) loans will be agreed upon by State Library and public libraries.

There may be conditions placed on LADD (external) loans:

1 Library Use only - These items will be annotated “use in library only”, usually on the date label and in the notes field of VDX. Your library must observe and enforce conditions specified by the supplying library. If prior to making the request your patron states that a conditional loan will not suit, type **“loan only”** in the **‘Item Note’** on the ILL request screen when requesting the item.

2 Newspapers on microfilm may be supplied on LADD (external) loan. If your library, or a nearby public library, does not have a microfilm reader, the microfilm may be viewed by your reader at the State Library.

3 If a client requires a loan from an overseas location, change the search profile on the BibSearch page to International Libraries - this will enable a search of the British Library and Te Puna [New Zealand Library]. The document supply team at State Library will liaise with you before placing the request to determine if the client is willing to pay identified costs.

***Criteria for LADD (external) loan***

• The content is substantial. The State Library does not supply LADD (external) loans of a light nature that may be covered extensively by other books in public library stock such as the paranormal, sewing, sport, cooking, gardening, arts and craft, hobbies, or light fiction.

• It is not a student text or student reading. Academic libraries rarely lend this type of material on interlibrary loan. • It is not a car workshop manual. Libraries rarely lend these on interlibrary loan.

• It is not genealogical material. Libraries rarely lend this type of material on interlibrary loan.

• It is not in a format that is unlikely to be lent i.e. a journal, newspaper, standard, patent, map, print, DVD, CD Rom or picture.

• It is out of print

• LADD (external) loan of fiction and junior items are considered when they are:

a. needed for research and study purposes

b. part of a series

c. considered classic fiction

d. considered historical fiction

e. of a subject matter that is substantial, not what is considered “light fiction”