

The Richmond School Board recognizes: that schools can provide materials, services, and human resources of value to the community; that no single school can provide for the information needs of all its users; and that resource sharing does not relieve any school of the responsibility for developing its own collection.

Therefore, the Richmond School District shall participate in mutual resource sharing for the purpose of increasing efficiency and ensuring the best service to the schools and all citizens. Interlibrary loan services shall be provided to all students and staff members by the Waukesha County Federated Library System. The Richmond School District shall reciprocate by sharing with other schools and participating libraries materials that are not in immediate or constant demand by the school's primary clientele, as determined by the school district.

All types of materials, regardless of format, may be requested on loan from the LMCs. The decision to loan materials is at the discretion of the lending LMC and will be made in a timely manner. The lending library shall determine in each case whether the materials should or should not be loaned. First priority shall be given to the needs of the District's LMC. The Library Media Specialist (LMS) may deny the loan of any material that is available, but determined to be needed by any District student or faculty member in the near future. Loaning of the following items may also be restricted at the discretion of the LMS:

- Books in current and recurring demand with extensive holds and waiting lists;
- Reference materials;
- Materials on reserve for group or class use;
- Non-print materials; or
- Equipment.

Borrowing LMCs shall be responsible for the prepayment of postage or shipping costs. In addition, borrowing LMCs and patrons of these centers will:

- Make every effort to exhaust their own resources before requesting materials from another library;
- Make every effort to return materials promptly by the stipulated due date;
- Return all materials in the same condition as they were loaned;
- Replace or reimburse the loaning LMC for damaged or lost materials.

Legal References: Wisconsin Statutes 43.72  
120.102(1), 120.13, 121.02(1)(h)  
PI 8.01(2)  
Federal Copyright Law (title 17, U.S. Code)  
Technology Education and Copyright Harmonization Act (TEACH Act)  
Enhancing Education through Technology Act of 2001 (EETT)

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