



Illinois Heartland Library System Resource Sharing Plan and Policy

I. Overview

The Illinois Heartland Library System operates with the primary mission of support for resource sharing.

We believe that our library users should be able to get what they want on the terms that they choose without undue hurdles from the library community. Similarly, we believe that libraries should strive to improve accessibility to their local collections through a regional, statewide, or national database.

As libraries make their collections visible on a regional scale, they provide a local, statewide, even international resource delivery system model that combines the strengths of all participating libraries. Toward that end, the following principles embraced by the Illinois Heartland Library System and its libraries are in place to encourage resource sharing and resource access. These services will enhance the role of libraries in the expanding information environment while maintaining the integrity of each institution's mandate and collections.

The following general statements apply to all policies:

- A. Restrictions shall only be imposed as necessary by individual institutions with the goal that the lowest-possible-barrier-to-fulfillment is presented to the user.
- B. Library users shall be given appropriate options for delivery format, method of delivery, and fulfillment type, including loan, copy, digital copy, and purchase.
- C. Global access to sharable resources shall be encouraged through formal and informal networking agreements with the goal towards lowest-barrier-to-fulfillment.

Because libraries want to remain a center for providing the best information, we believe every institution must re-evaluate its service model in light of the above principles, revise its policies and workflow to meet the global resource sharing and delivery mandate, and expose its resources to more general discovery.

To further affirm the commitment of the Illinois Heartland Library System, we affirm the [Rethinking Resource Sharing Manifesto](#).

II. Resource Sharing Policy

Introduction

The local library, whether public, school, academic, or special has the responsibility of locally meeting as many of its patrons' needs as feasible. However, for a variety of reasons, this may not always be possible. Properly used, resource sharing is an excellent method to help supplement the local library's collection. Reciprocal access, interlibrary loan, and reciprocal borrowing are all components of resource sharing. Reciprocal borrowing, interlibrary loan, and reciprocal access are not to be used as a substitution for the financial support and collection management of an individual library; they augment the provision of library services by the local library.

One point that must not be lost is that the library service of resource sharing is not free. Ultimately, all residents of Illinois must share the cost. Residents who are not taxed for public library service will share the cost through nonresident fees.

State administrative rule 23 IL ADC 3030.35 (b) requires participation in several kinds of resource sharing as a condition of full membership in a library system. All full member libraries must follow the ILLINET Interlibrary Loan Code. In addition, full member public libraries must provide reciprocal borrowing to resident patrons of other public libraries that are full members of the library system and shall also honor library cards issued to non-residents of the system area if the library does not opt out of the non-resident card program. Any changes to this system Resource Sharing policy are subject to prior approval of the State Librarian.

All policies governing all aspects of the system's Resource Sharing Plan, including any and all fees that may apply, shall be posted on the system's web site.

A. Reciprocal Borrowing

1. Responsibilities of All Member Libraries

- a) Provide accurate information to patrons on the reciprocal borrowing rules and procedures in the system.
- b) Issue library cards that meet the minimum guidelines for reciprocal borrowing, including an expiration date, the patron's name, unique borrower's number, and the name of the issuing library.
- c) Annually review its nonresident fee policy and report to the system the method adopted by the library to determine the local use nonresident fee, the amount of the fee, and the effective date of the fee.

2. Responsibilities of the Card Issuing/Home Library

- a) Assist with the retrieval of delinquent material borrowed by one of its registered patrons.
- b) Reimburse lending library for reciprocally borrowed items not returned by patrons. The reimbursement will be made within eight weeks of receipt of the bill from the lending library.
 - 1) Upon receipt of a bill, the Card Issuing/Home Library will replace or reimburse the lending library for lost or damaged material not paid for by the reciprocal borrower, in a manner consistent with the lending library's policy.
 - 2) If reimbursement is not made within three months of receipt of a bill, the lending library may appeal to the system grievance procedure for further action. Such action may include loss of full member status or suspension from the system.
- c) A public library shall not sell a separate use card to residents who live in another legally established library service area that taxes for library service.
- d) A public library may choose to sell a nonresident card. If a library chooses to sell nonresident cards, the cards shall be issued; and nonresident fees shall be calculated according to appropriate Illinois Statute and the Illinois Administrative Code. The purchase of this card enables the purchaser to have reciprocal borrowing privileges at other public libraries. Nonresident cards must be clearly marked "Nonresident."
- e) Provide a means for non-LLSAP libraries to notify member public libraries of patrons reported as delinquent.

3. Responsibilities of the Lending Library

- a) Lend to reciprocal borrowers all materials in any format, as generously as possible.
 - 1) A library is expected to provide 60% or more of local circulation to their cardholders. A library which experiences an imbalance as a net lender in reciprocal borrowing may restrict (but not terminate or set to zero) reciprocal borrowing by the patrons of those libraries who have created a significant imbalance for the lending library. Such restrictions shall not include the charging of any fee that is not also charged to the patrons of the lending library that has experienced an imbalance.

- 2) No library is expected to lend more than 15% of their total circulation to cardholders of another single library. To solve this imbalance, the lending library is expected to initiate communication with the card-issuing library to solve the issue according to best practices. If a solution is not determined by the libraries involved, one of the parties may request that the system's grievance procedure be used to resolve the problem.
 - 3) The limiting library's Board of Trustees shall review any limits imposed on reciprocal borrowers at least annually to determine whether the conditions justifying such restrictions still pertain and the limits imposed remain fair and reasonable. Any restrictions imposed by a limiting library must be reported to the system for posting on the system website.
- b) Agrees to honor the delinquency thresholds of other system libraries and not circulate materials to delinquent patrons, whether a local patron or a patron of another library, until the delinquency is cleared. When in doubt, the library should contact the Card Issuing/Home Library for verification of the patron's status.
 - c) Have a policy by which delinquent borrowers will be refused service until the borrower resolves the delinquency to the satisfaction of the lending library. A reciprocal borrower is subject to the same overdue, lost, or damaged material circulation policies as the lending library's patrons.
 - d) Notify reciprocal borrowers of overdue materials in order to recover materials or collect payment directly from the patron and assist with the retrieval of delinquent material borrowed by one of its registered patrons if requested by the lending library.
 - e) Card Issuing/Home Library will reimburse lending library for reciprocally borrowed items not returned by patrons. The reimbursement will be made within eight weeks of receipt of the bill from the lending library.
 - f) Agree to extend intersystem reciprocal borrowing privileges to patrons with valid borrower's cards from Illinois public libraries outside the system, provided the library extends reciprocal borrowing privileges to card holders outside its library system.
 - g) Maintain and report adequate statistics concerning reciprocal borrowing transactions as required by the appropriate governing body, the system and/or the Illinois State Library. LLSAP members maintain reciprocal borrowing statistics through their online catalog. Non-LLSAP public libraries will maintain reciprocal borrowing statistics locally.

4. Responsibilities of the System

- a) Designate a staff member to coordinate, monitor, and guide the reciprocal borrowing program.
- b) The system will provide problem resolution for libraries experiencing inequities in reciprocal borrowing.
- c) Monitor reciprocal borrowing use patterns.
- d) Distribute current state and system agency policies to member libraries.
- e) Mediate, through a grievance procedure, reciprocal borrowing disputes, including, but not limited to the reimbursement settlement between the lending and the home libraries.

5. Suspension of Reciprocal Borrowing Privileges

- a) Violations of this policy may lead to the suspension of the reciprocal borrowing privileges of a non-public library's cardholders, the loss of full member status for public libraries, or suspension from the system for all types of libraries.
- b) If an interpretation of this policy is at issue, the system will use the procedures of the membership grievance policy to clarify the intent of the policy.
- c) The system will notify all public libraries of any member library whose reciprocal borrowing privileges have been suspended.
- d) In case of disputes arising from the application of the suspension provisions of the Resource Sharing Policy, the procedures described in the system Grievance Policy will be used.

6. Accessing School, Academic, and Special Libraries through Reciprocal Borrowing

When regulations governing the nonpublic library allow, libraries are encouraged to permit reciprocal borrowing of items from their collection by either:

- a) Accepting valid public library cards.
- b) Issuing community patron cards as provided for by their local policies.
- c) Encourage the lending of all types of material to reciprocal borrowing patrons on the same basis as to local patrons.

B. Reciprocal Access

1. Responsibilities of all Lending Libraries

- a) Provide information describing their local access requirements to the system.
- b) Encourage and inform patrons of the availability.
- c) Participate in the reciprocal access program by making its library resources available to patrons of other member libraries in the least restrictive way possible. Non-public libraries may place reasonable restrictions on physical access to their facilities and materials by patrons of other libraries.
- d) When regulations governing the nonpublic library allow, libraries are encouraged to permit on-site use of their collection by either:
 - 1) Open access anytime the library is open for use.
 - 2) Appointment made by the patron's Card Issuing/Home Library.
- e) Make available all nonproprietary, nonconfidential resources of the library for on-site use by reciprocal access patrons from other system libraries. If, for a valid reason, a library cannot provide on-site physical access to its nonproprietary, nonconfidential library resources, the library must submit a plan to provide functionally equivalent access to patrons of other system member libraries.
- f) Follow the standard procedures for referring patrons to other Illinois Heartland member libraries, taking into consideration the access requirements of the library to which the patron is being referred.

2) Responsibilities of the System

- a) Designate a staff member to coordinate, monitor and guide the reciprocal access program.
- b) Collect and make available information describing local requirements of system libraries for on-site access.
- c) Provide a standardized means for referral of patrons.

III. Interlibrary Loan Policy

Introduction:

The Illinois Heartland Library System encourages and supports interlibrary loan through training, delivery, and negotiated reciprocal access. Interlibrary loan is based on mutual sharing between libraries.

The system's interlibrary loan policy does not supersede the ILLINET Interlibrary Loan Code but extends and supplements the code. The ILLINET libraries of Illinois are governed by the latest edition of the ILLINET Interlibrary Loan Code in their basic interlibrary loan activity. A copy of the [ILLINET Interlibrary Loan Code](#) is posted on WebJunction Illinois under the resource sharing section.

Among Illinois Heartland libraries, resource sharing and cooperation have long been seen as high priorities. The Illinois Heartland Library System and its members are active participants in the ILLINET resource-sharing network. Illinois Heartland Library System members are committed to locating and facilitating the provision of material requested by patrons of an ILLINET member library, without assessing interlibrary loan fees, and with as few restraints as possible. The system recognizes the autonomy of the local library to decide whether to lend a specific item. Member libraries are expected to make use of interlibrary loan tools, such as automated tools, that will allow them to effectively serve their patrons.

A. Responsibilities of All Libraries

1. Each member library is encouraged to adopt an interlibrary loan policy and procedures specific to its library. Once adopted, the library's policy and procedure documents should be available to patrons.
2. Any library patron in good standing should be eligible for interlibrary loan.
3. Each library shall comply with the current ILLINET Interlibrary Loan Code and shall file local interlibrary loan policies as required by the Code.
4. Each library shall make its holdings available to other libraries by electronic or alternative means. Libraries without this capability are encouraged to share resources as broadly as they are able.
5. Libraries are encouraged to enable the interlibrary loan functionality in electronic interfaces providing patron-initiated interlibrary loan capabilities, especially the WorldCat Interface.
6. Notice of violations of this policy which are not satisfactorily resolved by the requesting and supplying library should be submitted in writing to the regional library system, in accordance with current interlibrary loan ILLINET Code provisions.

7. Libraries will participate in system-endorsed interlibrary loan training.

B. Responsibilities of the Requesting Member Library

1. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Materials requested from another library under this policy should generally be limited to those items for which there is no recurring demand. Interlibrary loan should be used to supplement, not supersede, the development of the library's collection.
2. Requesting libraries should make every effort to develop and use local collection resources before requesting resources through interlibrary loan. Requesting libraries should next locate and directly request resources first from local databases, followed by regional, state, and national/worldwide resources.
3. Libraries shall make interlibrary loan requests directly to an LLSAP or ILLINET owning library utilizing the LLSAP, statewide databases, or other means of verification and location access.
4. Bibliographic description of requested material should be verified. If not verified, the bibliographic information should be as complete and accurate as possible. Regardless of means of request transmission, requests shall be made using accepted ALA standards for bibliographic citations.
5. The requesting library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law, including public performance guidelines for audio-visual materials. An indication of compliance shall be provided with all copy requests.
6. The safety of materials requested through interlibrary loan is the responsibility of the requesting library from the time the material leaves the supplying library until it is returned to the supplying library, unless loss or damage is determined to be the responsibility of the transporting agency. The requesting library is responsible for handling the material to ensure its return in good condition. If damage or loss occurs, the requesting library must meet all costs of repairs or replacement, in accordance with the preferences of the supplying library.
7. The requesting library shall honor the supplying library's condition of loan, including observation of dates and duration of loans, fees (if applicable), and special handling provisions. Unless specifically forbidden by the supplying library, copying of interlibrary loan material is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.

C. Responsibilities of Supplying Libraries

1. Within the system, libraries shall supply materials on the same basis as they lend materials to their own patrons with due consideration for the needs of their primary clientele. In accordance with the ILLINET Interlibrary Loan Code, libraries are strongly encouraged to implement generous supplying policies regarding other ILLINET libraries.
2. The supplying library shall search, locate, and send or reply, refer or cancel all interlibrary loan requests promptly, within two working days of receipt of system member requests and within three working days of receipt of other ILLINET member requests.
3. Libraries may not charge fees for loans of originals to other system libraries (unless under EXPRESS conditions as outlined in the ILLINET Interlibrary Loan Code).
4. Members are encouraged to absorb the costs of providing photocopy service within the system and shall not charge fees for the provision of photocopies up to 20 pages in length for other system members. If libraries choose not to absorb total costs for articles exceeding 20 pages, the library shall inform the system of the charge; and the system shall post fees online. When a fee is charged, the library shall submit a bill with the filled request.
5. The lending library is responsible for clearly and safely packaging and labeling materials for loan in accordance with system and statewide Illinois Library Delivery System (ILDS) guidelines. The lending library is responsible for communicating promptly and directly with the borrowing library regarding overdues, lost material billing charges, photocopy or fax fee billing, or apparent failure to follow the provisions of the policy.
6. The duration of loan is set by the supplying library. The loan period should be comparable to that granted local patrons.

D. Responsibilities of the Regional Library System

The regional library system will:

1. Designate a staff member to coordinate, monitor and guide the interlibrary loan program.
2. Vigorously seek and negotiate partnerships with other consortia to allow access and reciprocal interlibrary loan capabilities.
3. Support the timely, efficient delivery of material with intra-system delivery services.

4. Investigate documented claims for items suspected to have been lost or damaged in transit. The system will pay for items for which it is deemed responsible.
5. Provide statistics on interlibrary loan activity within the system based on usage, load, accessibility, and future developments.

IV. LLSAP Policy

Introduction:

The Illinois Heartland Library System, as a vital component of its resource sharing philosophy, fully supports the LLSAP (Local Library System Automation Program) as an integral service for member libraries. The LLSAP service, by providing access to local and regional diverse collections, allows each library's contributions to be of increased value because they enhance and enrich the whole.

The LLSAP service enables participating libraries to:

- Automate local library procedures, enabling the effective management of local library resources.
- Expand local patron services.
- Cooperate with other libraries in resource sharing.
- Share the cost of automation.
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A. Responsibilities of the System:

1. Oversee and manage the LLSAP service as a primary component of the system's mission.
2. Share the yearly ongoing costs to maintain the LLSAP(s).
3. Seek funding from outside sources to allow growth and development for new and existing members.
4. Provide fiscal, managerial, contractual, and legal oversight for the LLSAP(s).
5. Foster an environment of innovation and development with a focus on multitype consortial implementations of new products and services.
6. Provide a delivery infrastructure that promotes the resource sharing aspects that are integral to the LLSAP's continued viability.
7. Promote the benefits of the LLSAP to all Illinois Heartland Library System members.
8. Support and implement a fully-featured automation product that effectively and efficiently manages the resource sharing needs of a large, multitype library organization while meeting the local needs of the LLSAP member libraries.
9. Maintain an LLSAP governance structure that represents the entire LLSAP membership. Develop fair and equitable shared policies that allow for resource

sharing to happen seamlessly across the entire Illinois Heartland Library System while honoring local library policies as possible.

10. Determine and assess a cost-effective, ongoing membership fee structure for all Illinois Heartland libraries.
11. Determine and assess a cost-effective fee structure for all Illinois Heartland libraries that contributes to a replacement capital equity fund for future LLSAP purchases.
12. Continually identify and encourage new libraries to join the existing LLSAP through a program of subsidies or grants.
13. Continually seek ways to implement innovative services that will move LLSAP libraries to new and timely technology services.
14. Agree to uphold current statewide library policies such as the ILLINET code, the Statewide Cataloging Standards, and other statewide policies that may be implemented in the future.
15. Ensure that the security of the system is maintained.
16. Maintain compliance with the Library Records Confidentiality Act of the Illinois Revised Statutes.
17. Manage the LLSAP to ensure optimum interoperability among all the functions, programs, and configurations and to ensure accurate and quality data.

B. Responsibilities of the LLSAP Membership:

1. Accept and follow the Illinois Heartland Library System Resource Sharing Policy and other Illinois Heartland Library System policies and procedures.
2. Retain full membership status in the Illinois Heartland Library System.
3. Follow policies and procedures established by the Illinois Heartland System LLSAP(s) governance.
4. Participate in decision-making to enhance and expand the Illinois Heartland Library System LLSAP(s).
5. Allow staff to participate in all required training programs.
6. Assume and pay promptly when due any financial obligations arising from membership in Illinois Heartland Library System LLSAPs. The shared costs between the Library, other participating libraries, and Illinois Heartland Library System

include: central site, database management and operations staff, vendor maintenance costs, shared database access charges, and other costs agreed to between the libraries and Illinois Heartland Library System.

7. Notify the Illinois Heartland Library System in writing by January 1 prior to the fiscal year in which the library intends to leave the LLSAP. There will be costs involved in removing data should the Library elect to leave the LLSAP.
8. Comply with vendor contract requirements and technical access specifications as specified by Illinois Heartland Library System LLSAP.
9. Follow the Illinois Heartland Library System Grievance Procedure process in disputes related to LLSAP policies and procedures.

C. Supporting Documentation for LLSAP Administration:

LLSAP Basic Philosophy as approved by Planning Panel Resource Sharing Committee on 10/13/2010

- We support resource sharing.
- We believe in cooperation and continuing efforts to bring more libraries into the automation program(s).
- We have a responsibility to not betray the trust of our current and future members.
- We support automation of library workflows and operations and continuation of local policies, within the constraints of any chosen software product.
- We are committed to providing an affordable, functional product.
- We will continue to build relationships with members, not just provide vendor service.
- We will strive to provide innovative services and products to members in the future.
- We believe that the system automation program(s) should cooperate to the fullest extent possible with a system organization.
- Any proposal made by this group is incumbent on the regional system being able to provide delivery. The database should be structured in such a way that requests will be filled taking geographic proximity into account (so patron requests would be filled from nearby libraries if the item is available nearby) in order to maximize efficiency of the delivery system and provide prompt service to patrons.

V. Cooperative Discounts

- A. The Illinois Heartland Library System avidly explores and pursues cooperative discounts that will benefit all members.
- B. The Illinois Heartland Library System offers all full member libraries group discounts on library supplies, electronic resources, bibliographic resources, and other products that leverage the entire group's buying power, resulting in better pricing for all members. Although most discounts will be negotiated and offered to the entire membership group, it is possible that some product discounts will be applicable to only certain types of libraries, primarily because the audience for the product is a particular type of library. Under some special negotiated arrangements, the Illinois Heartland Library System may apply a fee as part of the discounted package. All such fees must be included in the system's annual plan of service or subsequent amendments to the plan of service and are not effective until the plan or subsequent amendment or amendments to the plan are approved by the State Librarian.
- C. The Illinois Heartland Library System will continue to participate in the Illinois State Library-sponsored bibliographic utility and interlibrary loan resource (currently OCLC) as its main source for cataloging and interlibrary loan products.

Definitions:

Academic Library: The library or libraries of an institution of education beyond the secondary level.

Card Issuing/Home Library: the library that issues a resident or nonresident card to an Illinois citizen.

Closest Public Library: A participating public library that issues nonresident library cards. The factor in determining the closest public library for the nonresident shall be determined by the location of the participating public library and the provisions of the Illinois Administrative Code (23 IL ADC 3050.25).

Interlibrary Loan: Interlibrary loans are transactions in which library materials are made available from one library to another. An interlibrary loan is defined as a transaction in which the material moves from library to library/designated library user. The libraries involved in interlibrary loans are not under the same library administration. (ILLINET Interlibrary Loan Code, 2000)

Library System as defined in Illinois Library Compiled Statutes (75 ILCS 10/2):
A multitype library system serving (i) a minimum of 150,000 inhabitants or (ii) an area of not less than 4,000 square miles and serving a minimum 10 or more public libraries, elementary and secondary school libraries, institutions of higher education libraries and special libraries.

A public library system consisting of a single public library serving a city of over 500,000 population

A multitype library system that serves the same territory as a library system under subparagraph (2) of this definition that provides service to elementary and secondary school libraries,

Multitype Reciprocal Borrowing: A voluntary plan for reciprocal borrowing privileges extended to cardholders of any group of system member libraries, which includes at least one nonpublic library.

Nonresident: An individual residing in Illinois who does not have his or her principal residence within the territory of a public library service area.

Nonresident Library Card (minimum requirements): Card should include the name of the nonresident, expiration date, name and address of the issuing library, and the word "Nonresident." The nonresident library card shall be issued for 12 months. A citation for this definition can be found at: IL ADC 3050.50.

Nonresident Property Owner: A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the public library service area.

Nonresident Property Owner Card (minimum requirements): Upon presentation of the most recent tax bill upon taxable property in a public library service area, the owner is issued a library card. Only one such nonresident card is issued for each parcel of taxable property. The card should include the name of the nonresident property owner, expiration date, and the name and address of the issuing library. Citations for the statutes regarding this situation can be found at: ILCS 5/4-7 and ILCS 16/30-55.60

Participating Public Library: A public library whose board of trustees authorizes the issuance of nonresident library cards.

Public Library: A tax-supported public library established by or as a governmental unit that either is authorized to levy a tax for library purposes or supports the library at least in part from local tax revenues other than federal revenue sharing. Such a library is established by a city, village, incorporated town, township, county or library district by various Illinois statues cited in 23 IL ADC 3030.10. This definition excludes free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a governmental unit.

Reciprocal Access: Arrangement in which a library patron is allowed on-site access to the resources of another library. Materials do not leave the building. The public at large, under

certain conditions, may be allowed use of nonpublic libraries' or nonpublic institutions' member libraries in the system. Access is provided either through open access during the library's open hours or by appointment upon referral by the librarian making the referral.

Reciprocal Borrowing: The right of a person holding a valid library registration card from a full member public library or a library system, to borrow on site from all the other public libraries that are full members of the library system without using interlibrary loan mechanisms. Nonpublic libraries are encouraged to allow reciprocal borrowing within their legal limits. Per section 3030.35 of the Administrative Code, full system members shall also provide reciprocal borrowing to resident patrons of other public libraries that are full members of the library system and shall also honor library cards issued to nonresidents of the system area if the library does not opt out of the non-resident card program.

Resident: A person residing in Illinois who has his or her principal residence within the territory of a public library service area.

Resident Library Card (minimum requirements): Card should include the name of the resident, expiration date, and name and address of the issuing library.

Resource Sharing: Activities through which member libraries within the system cooperate in the sharing of resources and services with patrons or libraries entitled to library borrowing privileges. The concept of resource sharing includes, but is not limited to, interlibrary loan, reciprocal access, telephone reference, chat, or other forms of electronic transmission and reciprocal borrowing.

School Library: The library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority.

Special Library: The Library of, or under, the governing authority of any body or institution not defined elsewhere in these definitions.