

South Dakota State Library Interlibrary Loan Policies
South Dakota Codified Laws (SDCL): 14-1-40 (<http://sdlegislature.gov/>)

Interlibrary Loan is the act of one library lending to another library. The South Dakota State Library will only act as a borrower or a lender with other officially designated libraries, public, school, academic, or otherwise; or on behalf of patrons using the South Dakota State Library's E-Card Plus.

Libraries using the South Dakota State Library's interlibrary loan services should send all requests electronically. It is the policy of the South Dakota State Library to mediate all interlibrary loan requests. Items should be requested through South Dakota Share-It.

Libraries that are unable to utilize their own interlibrary loan system will need to get permission from the Collection Services Librarian to request materials through the South Dakota State Library.

Libraries are asked to send all materials directly to the lending or borrowing library.

To ensure proper shipping, the lending library should include a mailing label, along with any special instructions for material returns.

Libraries participating in the courier service are required to send in their interlibrary loan statistics, as well as their courier statistics, on a monthly basis. Those statistics should be sent to the State Library by the 15th of the month. They must be submitted electronically.

State Employee Requests

South Dakota State Employees and Federal Employees located in South Dakota may use the South Dakota State Library's interlibrary loan services directly, with few exceptions.

Locally Available Material – Fictional material available through the State/Federal Employee's local public library should be requested through that institution. If the South Dakota State Library finds that requested interlibrary loan material is available locally, the request will be canceled and the requesting employee will be directed to their local public library.

Fiction – State/Federal employees may request fiction, however the South Dakota State Library will not request any fictional materials within the current publication year. State/Federal employees will be directed to their local public library for such requests. Exceptions will be evaluated on a case by case basis.

Non-Fiction – State/Federal employees may request non-fictional material without limitations on publication year or local availability.

ILL Charges – The South Dakota State Library is not responsible for any charges levied by the lending library. Those charges will be the responsibility of the requesting party. The South Dakota State Library will inform the requesting party of any charges before initiating any action on the requesting party's behalf.

Loss of Privileges – Libraries are expected to return all interlibrary loan materials in a timely manner. Those libraries that have lost, damaged, or overdue materials on their records will have their interlibrary loan privileges suspended until such a time that those materials are returned to the lending library, or the lending library has received monetary compensation.

Reading Rooms – Reading rooms are not federally recognized public libraries. The state library will not facilitate any ILL requests for reading rooms. Current reading rooms are indicated with an RR in the library directory on the N drive.

Institution Requests

The South Dakota State Library will not request any fictional materials within twelve months of the original publication date.

SDSL will not borrow multiple copies of titles (ie for book clubs).

SDSL will lend current year materials from our own collection.

Public Library Requests

ILL Limits – Public libraries are limited to 200 interlibrary loan items per fiscal year (July 1- June 30).

ILL Charges – The South Dakota State Library is not responsible for any charges levied by the lending library. Those charges will be the responsibility of the requesting party. The South Dakota State Library will inform the requesting party of any charges before initiating any action on the requesting party's behalf.

Overdue/Lost/Damaged Materials – Once the interlibrary loaned materials have left the lending library, the borrowing library is responsible for that material. The borrowing library must adhere to the circulation policies set by the lending library. Until the borrowing library has resolved the situation to the lending library's satisfaction, interlibrary loan requests will be blocked.

Citizen Requests – Patrons using a South Dakota Citizens card must request interlibrary loan items through their local public library.

School Library Requests

ILL Limits – School libraries are limited to 20 interlibrary loan requests at one time. As items are returned to the lending library, more requests may be submitted.

The South Dakota State Library will not request any fictional materials within twelve months of the original publication date.

SDSL will not borrow multiple copies of titles (ie for book clubs).

ILL Charges – The South Dakota State Library is not responsible for any charges levied by the lending library. Those charges will be the responsibility of the requesting party. The South Dakota State Library will inform the requesting party of any charges before initiating any action on the requesting party's behalf.

Overdue/Lost/Damaged Materials – Once the interlibrary loaned materials have left the lending library, the borrowing library is responsible for that material. The borrowing library must adhere to the circulation policies set by the lending library. Until the borrowing library has resolved the situation to the lending library's satisfaction, interlibrary loan requests will be blocked.

ILL Borrowing In-State Limits (set number) for Libraries:

- Public libraries have a limit of 200 ILL requests per fiscal year (July 1-June 30).
- School libraries have a limit of 20 active requests at one time.

Retaining Copies of Scanned Articles (for ILL requests)

ILL department scans articles from our collection to fill ILL requests, and we also receive articles from other libraries to fill requests for our patrons. Those articles are forwarded on to the patron. Currently, articles are saved for a time in

▶ (N:) DEPR2 (\state.sd.local\work) ▶ Access Services ▶ Circ ILL Mailroom ▶ ILL request scans ▶

For retention, ILL staff will keep SD related scanned items (likely things from *SD Journal of Medicine*; state docs scans etc) for **SIX months**. All other scans (usually PDFs that were received from another library) will be kept for **30 days**.

For Reference:

Administrative Rule relating to State Library services

<http://legis.sd.gov/Rules/DisplayRule.aspx?Rule=24:30&Type=Rule&SearchString=library%20materials&Catalog=&SearchFilter>

South Dakota Codified Law governing the office of the State Library

http://legis.sd.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Statute=14-1&Type

Circulation and Interlibrary Loan Procedures

- Procedure manual is located at

(N:) DEPR2\$ (\ESPR1FS16) ▶ Access Services ▶ Procedures Manuals ▶ Circulation ILL

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