

Lending Policy between SCLS LINKcat libraries and Non-LINKcat SCLS libraries

- Allow 1 patron card per non-LINKcat library.
- The patron category would be ILL. (A new patron category would need to be created for OLL in order to distinguish between these two groups of users)
- Limits on each ILL card would be a maximum of 200 holds and 250 items checked out at any one time.
- ILL patrons would be blocked from checking out or placing holds if more than \$200 was due in lost charges.
- ILL patrons will agree not to place holds on:
 - Items (including magazine issues) less than 6 months old. Amazon.com will be the source of publication date for books and release date for DVDs.
- ILL patrons will be blocked from placing holds on:
 - LINKcat member equipment, including e-readers
 - LINKcat member computer software and computer games
- The Loan periods for ILL patron types would be:
 - 4 weeks for books and all other materials that ILS libraries circulate for 4 weeks
 - 2 weeks for new books, music cds, magazines, and all other materials that ILS libraries circulate for 2 weeks
 - 1 week for DVDs and all other materials that ILS libraries circulate for 1 week.
- ILL patrons will agree not to renew items more than 1 time in LINKcat.
- ILL patrons will agree to provide an email address and to receive all notices at this address.
- Each non-LINKcat library will provide reciprocal and equivalent borrowing privileges for their materials to the System Resource Library. This will include a patron card created for the Madison Public Library OLL office. MPL will search participating libraries' online catalogs and place holds for materials that fit the above guidelines and are needed to fill requests at any SCLS library. In cases where a library does not provide an online catalog for its patrons, it agrees to accept and respond to phone and email requests from MPL.
- Non-LINKcat libraries will not provide a link to the LINK catalog on their websites.

- Directors of non-LINKcat libraries participating in this program will sign a statement agreeing to these parameters.
- Violators of this policy may have their LINKcat borrowing privileges revoked in accordance with the [SCLS Member Cooperation Policy](#).
- That these changes become effective October 1, 2012. This will allow time for the agreement to be signed by non-LINKcat libraries.

FURTHER RECOMMENDATIONS

The Committee reviewed other existing loaning practices within SCLS and made the following related recommendations:

- BULK LOANS

In their investigation, the Committee learned that some libraries provide bulk loans of their own materials to other libraries. In such instances, the loaning library should create a separate card for each such library and use the patron category “bulk loan”. Such loans should be limited to materials owned by the loaning library.

- LINK EXPRESS

A fee-based service managed by SCLS Delivery, this makes possible the direct delivery of LINKcat materials to schools, organizations, and businesses. Currently, each LINK Express customer uses Patron Category LINK EXPRESS which has the same limitations and restrictions as the ADULT patron category.

It is recommended that

- SCLS provide checkout data annually that identifies the number of LINK EXPRESS checkouts in that year to each LINK EXPRESS customer along with their taxing jurisdiction. The library within each taxing jurisdiction may add the relevant circulation to their annual circulation on their annual report.
- SCLS will offer and provide this service only to organizational patrons in communities whose libraries participate in LINKcat. The two existing customers that do not meet this criterion will continue to be served until alternate arrangements can be made.