

NorthNet Library System InterLibrary Loan Policy

INTRODUCTION

NorthNet Library System (NLS) is a consortium of northern California independent city, county, academic, and special libraries. These libraries have joined to form a cooperative network. NLS covers 57,838 square miles and encompasses the northern part of the state from the Pacific Coast to the Nevada border and the San Francisco Bay/Sacramento area to the Oregon border. Of California's 58 counties, 48% are included in the system. The members of three regional systems, North State, North Bay, and Mountain Valley, sought this merger to provide better services to the communities they serve by:

- increasing resource sharing;
- improving delivery service;
- realizing economies of scale;
- decreasing administration costs; and
- bringing equity of services to members.

The member libraries of NLS vary widely from small, rural, isolated libraries to large, urban libraries. Of the participating counties, 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches.

Delivery service transports various library materials throughout the System. Due to the distances covered in this area, the delivery service is a crucial System activity.

Users of member libraries, if the card holders are in good standing, may borrow from any library in the System. Books may be returned to any library and the delivery van will return them to the owning library. For libraries in the North State region, the delivery used is USPS. For a few libraries in the Mountain Valley region, the delivery service used is UPS.

INTERLIBRARY LOANS

Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

Purpose

One of the main functions of the System is to provide a framework that allows libraries within the System to effectively use the resources of other System libraries. In order to do this, a GAC (group access capability) has been established using OCLC's interlibrary loan system.

Conditions of Loans

Interlibrary loan service is a courtesy and a privilege, not a right, and is dependent on the cooperation of member libraries.

No library should depend upon another to supply the normal needs of its clientele except under special agreement for such service with another library.

The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until the time the material is received back at the lending library.

In case of loss or damage, the borrowing library is to arrange for payment, repair, or replacement of interlibrary loan books.

The borrowing library is bound by any conditions or limitations of use imposed by the lending library. Materials should be loaned without restriction, except as individual libraries make restrictions on their own borrowers. Nonresident borrowers placing reserves for materials will take their turns along with the local residents. Due to funding constraints, some member libraries may not loan new, rare or historical items.

Using the GAC in OCLC

Staff may search the holdings of the entire NorthNet System using the symbol NCAL in the OCLC FirstSearch system. There is also a NorthNet scope on the CalCat catalog (<http://California.worldcat.org>), and in FirstSearch. A link to this for patrons to search may be set up on each library's webpage.

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Duration of Loan

In general, duration of loan depends on the type of material borrowed. Books will normally be checked out for 40 days by the loaning library. The borrowing library will issue the books for its regular loan period. The 40 days allows for delivering the book, notifying the borrower that the book has come, and sending the book back to the loaning library. Items in demand can be loaned for shorter periods. Also, reference materials, if loaned, may be loaned for shorter periods. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

Not on Shelf

Materials not on the shelves at the time of the request will not be reserved. The borrowing library may request a reserve. If a reserve is placed, the requesting library will be notified.

If material is not on the shelf, the request will be forwarded to another NLS library only if the requesting library has listed additional NLS holdings. The requesting library will not be notified that the request has been sent on.

Renewal

Some materials might be renewable. This request should go directly to the lending library. Check addenda for local library policies.

Delivery of Interlibrary Loans

Materials on interlibrary loan will be sent to the requesting library by van delivery, or mail or fax, if necessary to meet a deadline. Materials should be returned directly to the lending library.

SuperSearch

Members of the North Bay region also share their resources using SuperSearch. SuperSearch is a web-based, multi-vendor, resource sharing application providing interlibrary loan services among member libraries. SuperSearch is a self-service system and works with local circulation systems to manage

requests. Patrons can create a SuperSearch account using a valid library card, search, request and pick up items at their local library. For more information, see SuperSearch manual.

Out-of-System Deliveries

CLSA System Libraries allow their member libraries to exchange items via the systems. When a library loans/borrows an item from a library in another system (see attached list of system headquarters), the items are sent from/received in Santa Rosa via the NLS delivery system. NLS pays the UPS charges. Libraries with UPS or USPS delivery only should send items straight to the library in the other system.

RESPONSIBILITY OF EACH MEMBER LIBRARY

1. The member library has the responsibility to communicate any problems or dissatisfaction with service to the NLS staff so that problems can be worked out.
2. Each member library is responsible for purchasing its own best-sellers and current popular books.
3. Members should inform the System of any subject strengths in their collections, and any specialties of their staff members.
4. Members may determine areas in which assistance is needed, and may initiate a request for training.
5. The borrowing library will honor any limitations on use imposed by the lending library.
6. It is the responsibility of the lending library to keep adequate records of materials loaned for CLSA auditing purposes.

Special Collections

The North State region has three special collections that are available for loan to any NorthNet library.

DVD Collection

A collection of 1,500 movies on DVD is housed at the Orland Free Library. It is available through OCLC or you can go to <http://www.youseemore.com/orland/>. Use the button in the middle of the page to "Search movies and videos." Click on it and you will see a search screen that is already limited to DVDs and videos. If your library has a username and password set up, you will be able to place holds directly through the catalog. Contact the Orland Free Library at 530-865-1640 for a username or more information.

Listen In Collection

A collection of books on CD, music on CD and playaways is available from the Plumas County Library. Most of the collection, including many music CDs, are searchable using FirstSearch. These items are all available by request from Plumas County Library.

Another (perhaps easier) way to search for all 5,000 music CDs is to go directly to <http://www.plumaslibrary.org>. After clicking "browse" use the "set limits" button to search only the Listen In branch (at the bottom of the page). Click set limits, and then search by title or subject. Your library can have a username and password set up to place holds directly through the catalog. If you have questions please call the Plumas County Library at 530-283-6575.

Puppet Collection

NorthNet has an extensive collection of puppets and puppet kits that are available for loan. They can be ordered from headquarters by calling 707-544-0142 ext 102 or e-mailing a request to kim@northnetlibs.org. A list of all the puppet costumes and props is available on the webpage, <http://www.northnetlibs.org>

NorthNet Libraries

Alpine County Library (UPS or USPS only)
Belvedere-Tiburon Public Library
Benicia Public Library
Butte College Library (UPS or USPS only)
Butte County Library (UPS or USPS only)
California State Library
CSU Chico Library (UPS or USPS only)
CSU Sacramento Library
College of the Redwoods, Del Norte (UPS or USPS only)
College of the Redwoods, Eureka (UPS or USPS only)
College of the Siskiyous (not loaning at this time)
Colusa County Library
Del Norte County Library District (UPS or USPS only)
Dixon Public Library
El Dorado County Library (UPS or USPS only)
Folsom Public Library
Feather River College (UPS or USPS only)
Humboldt County Library (UPS or USPS only)
Humboldt State University Library (UPS or USPS only)
Lake County Library
Larkspur Public Library
Lassen Community College (UPS or USPS only)
Lassen Library District (UPS or USPS only)
Lincoln Public Library
Marin County Free Library
Mendocino County Library
Mill Valley Public Library
Modoc County Library (UPS or USPS only)
Mono County Library (UPS or USPS only)
Napa City-County Library
Napa Valley College
Nevada County Library
Orland Free Library (UPS or USPS only)
Placer County Library
Plumas County Library (UPS or USPS only)
Roseville Public Library
Sacramento County Public Law Library
Sacramento Public Library
St. Helena Public Library
San Anselmo Public Library
San Rafael Public Library
Santa Rosa Junior College
Sausalito Public Library
Shasta College (UPS or USPS only)
Shasta Public Libraries (UPS or USPS only)
Simpson University Library (UPS or USPS only)
Siskiyou County Library (UPS or USPS only)
Solano Community College

Solano County Library
Sonoma County Library
Sutter County Library
Tehama County Library (UPS or USPS only)
Trinity County Library (UPS or USPS only)
UC Davis
Willows Public Library (UPS or USPS only)
Woodland Public Library
Yolo County Library
Yuba County Library

California Library Services Act (CLSA) Systems

Black Gold Cooperative Library System (BLACK GOLD)

Maureen Theobald, Executive Director
3437 Empresa Drive, Suite C
San Luis Obispo CA 93401-7355
Phone:(805) 543-1093
Fax:(805) 543-9487
mtheobald@blackgold.org

49-99 Cooperative Library System (49-99)

Rosario Garza, Administrator
248 E. Foothill Blvd., Suite 101
Monrovia, CA 91016-5522
Phone:(626) 359-6111
Fax: (626) 359-0001
rgarza@mcls.org

Inland Library System (INLAND)

Susan Erickson, Director
104 W. 4th Street
San Bernardino, CA 92415-0035
Phone:(909) 387-5731
Fax:(909) 387-5736
serickson@inlandlib.org

NorthNet Library System (NLS)

Annette Milliron, Coordinator
55 E Street
Santa Rosa, CA 95404-4728
Phone:(707) 544-0142
Fax:(707) 544-8411
annetnbc@sonic.net

Pacific Library Partnership (PLP)

Linda Crowe, Executive Director
2471 Flores Street
San Mateo, CA 94403-2273
Phone:(650) 349-5538
Fax:(650) 349-5089
crowe@plsinfo.org

San Joaquin Valley Library System (SJVLS)

Jeffrey Crosby, Administrative Librarian
2420 Mariposa Street
Fresno, CA 93721-2285
Phone:(559) 488-2762
Fax:(559) 488-2965
jeffrey.crosby@sjvls.org

Serra Cooperative Library System (SERRA)

Vera Skop, Coordinator
820 E Street San Diego, CA 92101-0000
Phone:(619) 232-1225
Fax:(619) 696-8649
vskop@sbcglobal.net

Southern California Library Cooperative (SCLC)

Rosario Garza, Executive Director
248 E. Foothill Blvd., Suite 101
Monrovia, CA 91016-5522
Phone:(626) 359-6111
Fax: (626) 359-0001
rgarza@mcls.org

California Library Services Act (CLSA) Systems Member Libraries

Black Gold Cooperative Library System

Blachard/Santa Paula Public Library
Lompoc Public Library
Paso Robles City Library
San Luis Obispo County Library
Santa Barbara Public Library System
Santa Maria Public Library

49-99 Cooperative Library System

Amador County Library
Calaveras County Library
Lodi Public Library
Stanislaus County Library
Stockton-San Joaquin County Public Library
Tuolumne County Library

Inland Library System

Banning Library District
Beaumont Library District
Colton Public Library
Corona Public Library
Hemet Public Library
Inyo County Free Library
Moreno Valley Public Library
Murrieta Public Library
Ontario City Library
Palm Springs Public Library
Palo Verde Valley District Library
Rancho Cucamonga Public Library
Rancho Mirage Public Library
Riverside County Library System
Riverside Public Library
San Bernardino County Library
San Bernardino Public Library
Upland Public Library
Victorville City Library

Pacific Library Partners

Alameda Free Library
Alameda County Library
Berkeley Public Library
Burlingame Public Library
Cabrillo College Library
College of San Mateo
CSU – Monterey
CSU – Hayward
Contra Costa County Library

Daly City Public Library
 Gavilan College Library
 Harrison Memorial Library
 Hartnell College Library
 Hayward Public Library
 Livermore Public Library
 Menlo Park Library
 Monterey Bay Aquarium Library
 Monterey County Library
 Monterey Peninsula College Library
 Monterey Public Library
 Mountain View Public Library
 Oakland Public Library
 Pacific Grove Public Library
 Palo Alto Library
 Redwood City Public Library
 Richmond Public Library
 Salina Public Library
 San Benito County Free Library
 San Bruno Public Library
 San Francisco Public Library
 San Jose Public Library
 San Juan Bautista City Library
 San Mateo County Library
 San Mateo Public Library
 Santa Clara City Library
 Santa Clara County Library
 Santa Cruz Public Libraries
 South San Francisco Public Library
 Sutro Library (CA State Library)
 Sunnyvale Public Library
 UC Berkeley
 Watsonville Public Library

San Joaquin Valley Library System

Coalinga-Huron Library District
 Fresno County Free Library
 Kern County Library
 Kings County Library
 Madera County Library
 Mariposa County Library
 Merced County Library
 Porterville Public Library
 Tulare County Library
 Tulare Public Library

Serra Cooperative Library System

Carlsbad City Library
 Chula Vista Public Library
 Coronado Public Library

Escondido Public Library
National City Public Library
Oceanside Public Library
San Diego County Library
San Diego County Public Law Library
City of San Diego Public Library
Brawley Public Library
Camarena Memorial Library
El Centro Public Library
Imperial County Free Library
Imperial Public Library
Imperial Valley College - Library/Media Center

Southern California Library Cooperative

Alhambra Public Library
Altadena Library District
Anaheim Public Library
Arcadia Public Library
Azusa City Library
Beverly Hills Public Library
Buena Park Library District
Burbank Public Library
Cerritos Library
City of Calabasas Library
City of Commerce Public Library
County of Los Angeles Public Library
Covina Public Library
Downey City Library
El Segundo Public Library
Fullerton Public Library
Glendale Public Library
Glendora Library and Cultural Center
Inglewood Public Library
Irwindale Public Library
Long Beach Public Library
Mission Viejo Library
Monrovia Public Library
Monterey Bruggemeyer Library
Moorpark City Library
Newport Beach Public Library
Orange County Public Library
Orange Public Library and History Center
Oxnard Public Library
Palmdale City Library
Palos Verdes Library District
Pasadena Public Library
Placentia Library District
Pomona Public Library

Redondo Beach Public Library
San Marino Public Library
Santa Fe Springs City Library
Santa Monica Public Library
Sierra Madre
Signal Hill Public Library
South Pasadena Public Library
Thousand Oaks Library System
Torrance Public Library
Whittier Public Library
Ventura County Library
Yorba Linda Public Library