Resource Sharing Guidelines
State University System Libraries / Florida College System Libraries
Florida Virtual Campus Resource Sharing Standing Committee

Reviewed and approved by the FLVC Member's Council on Library Services on September 5, 2013.

Introduction
The stated collective goal of the State University Libraries and Florida State College Libraries is to increase access to scholarly materials for all faculty, students, and staff and to deliver those materials in the quickest and most efficient way possible. In support of this goal, the Florida Virtual Campus (FLVC) Resource Sharing Standing Committee establishes these guidelines to promote resource sharing for the benefit of all State University and State College faculty, students, and staff.

The mission of each institution is to provide for the information, study and research needs of its primary clientele wherever they may be located. Interlibrary loan (ILL) is an essential service used to augment access to scholarly materials. These Resource Sharing Guidelines are intended to enhance access to the full array of library resources available through the systems provided by FLVC for the Florida public college and university faculty, students and staff.

The active participation of the State University Libraries and State Colleges of Florida Libraries is essential for these Guidelines to become a true reflection of resource sharing practice. The committee urges library administrations to encourage full participation and cooperation.

General Guidelines
1. Participating libraries will provide reasonable access to resources while retaining the right to limit access to parts of their collections.

2. All participants agree to respect the local policies and procedures of individual libraries.

3. Each institution agrees to provide statistical and other information to assist in documenting the effectiveness of resource sharing activities.

4. Borrowing materials from State Colleges and Universities will be the first choice whenever an eligible item is identified.

5. The system will be configured to spread requests evenly among the institutions.

6. Detailed procedures for the implementation of this agreement are developed and maintained jointly by the libraries involved and by the Florida Virtual Campus, the statewide organization responsible for the operation of Florida's public postsecondary online library networks.

7. Participating institutions recognize the Southern Association of Schools and Colleges (SACS) criterion for accreditation that states "[cooperative] agreements [among libraries] must not be used by institutions to avoid responsibility for providing adequate and readily accessible library resources and services.

8. The American Library Association Interlibrary Loan Code (ALA ILL Code) will be used as the default document for all other borrowing or lending activities nationally and the International Federation of Library Associations and Institutions' (IFLA) International Resource Sharing and Document Delivery: Principles and Guidelines Procedure document for international resource sharing.

Responsibilities of Borrowing Libraries

1. Submit all ILL requests through the most appropriate ILL management system.

2. Provide sufficient citation information to identify material requested by the patron.

3. Adhere to copyright compliance.

4. Adhere to and make patrons aware of restrictions imposed by lending libraries.

5. Return materials so they arrive back at the lending library by the due date and with the information from the transaction, i.e.: ILL number or borrower name and address.

6. Request renewals before the due date when possible.

7. Notify patron promptly regarding recalls or renewal denied responses.

8. Update all ILL system records promptly.

9. Notify patrons promptly when their material arrives.

10. Shipping and returns are done using the quickest and least expensive methods available. Whenever possible, the statewide courier system should be used for returnable materials. When dealing with delicate or fragile materials, adhere to the shipping and handling terms requested by the lending library.

11. Package materials to minimize damage in shipping.

12. Lenders for Rush requests should be considered carefully before the request is placed. Not all ILL units provide Rush services or can meet special shipping requirements. Additional costs may be incurred for shipping and/or handling.

13. Non-returnable materials may be retained only by the library user; libraries should not store copies or return copies to the supplying institution after use.

14. Contact courier customer service immediately if items are lost via the statewide courier program.

15. Avoid blocking of requests between Libraries. Issues should be resolved between the ILL units or supervisors.

16. In compliance with the U.S. Interlibrary Loan Code, the requesting library is responsible for the safety and return of borrowed materials, including compensation (as determined by the supplying library) to the supplying library for the expense of the replacement or repair. Invoice procedures for lost/damaged books should only include the replacement cost. No additional late or processing fees should be added. Identical replacement items may be accepted. Local agreements may supersede this Guideline.

Responsibilities of Lending Libraries

1. Make all materials available for general circulation at the lending library available for interlibrary loan among the SUL and FCS Libraries.

2. Commit to providing materials from non-circulating collections and materials in any format available whenever possible. Consider requests for traditionally non-circulating materials on a case by case basis and supply if possible.

3. Do not request materials from collections or in formats if unwilling to lend similar materials to other college and university libraries.

4. Clearly specify exceptions to normal loan periods, restricted use, or special packaging/shipping procedures if needed for the protection and security of the materials.

5. Give State Colleges and Universities Lending requests high priority.

6. Process ILL requests at least once a day during normal business hours.

7. Read, respond and update all messages and requests daily.

8. Use the statewide courier service for returnables, unless otherwise specified.

9. Establish and maintain an online resource sharing policy via the OCLC Policy Directory and local institutional Web pages.

10. Provide articles electronically when possible.

11. Respond to 'rush' requests within the same day when possible. Not all ILL Units provide 'rush' service. When possible, Rush fees should not be charged for member libraries.

12. Invoice procedures for lost/damaged books should only include the replacement costs. No additional late or processing fees should be added. Local agreements may supersede this Guideline.

13. Consider alternative replacements of lost materials (e.g. library to library purchased replacement). Local policies may apply. Rather than paying for an item, a borrowing library may, upon agreement of the borrowing and lending libraries, replace the actual item for the lending library. No additional processing fees should be added.

14. If unable to fill a request, use the "Reasons for No" in the appropriate system.

15. Insure items are shipped by the fastest method available and updated to shipped on the appropriate system.

16. Non-returnables should be supplied using the highest resolution that can be electronically transmitted. Physical copies should be as clean as possible without black edges, smudges, or other reproduction errors. Every effort should be made to provide high quality copies. (Indicate "best possible copy" when the condition of the original prohibits a good copy.) For replacement pages, a separate copyright page should be added.

Appendix A
Participating Colleges and Universities

Broward College (EDB)
Chipola College (FCB)
College of Central Florida (FO9)
Daytona State College (FCD)
Eastern Florida State College (EBC)
Edison State College (FHF)
Florida Agricultural and Mechanical University: (FCM)
Florida Atlantic University: (FGM)
Florida Gateway College: (WK6)
Florida Gulf Coast University: (FGA)
Florida International University, Biscayne Bay: (FXN)
Florida International University: (FXG)
Florida Keys Community College (FCK)
Florida State College at Jacksonville (FJD)
Florida State University (FDA)
Gulf Coast State College (PD5)
Hillsborough Community College (FYF)
Indian River State College (FIC)
Lake-Sumter State College (FSF)
Miami Dade College (FYM)
New College of Florida USF/Sarasota: (FHC)
North Florida Community College (FNJ)
Northwest Florida State College (FB3)
Palm Beach State College (EFM)
Pasco-Hernando Community College
Pensacola State College
Polk State College (FYO)
Santa Fe College (WL5)
Seminole State College (FSS)
South Florida State College (S3F)
St. Johns River State College (WL7)
St. Petersburg College (FPB)
State College of Florida (FMU)
Tallahassee Community College (ST5)
University of Central Florida (FTU)
University of Florida (FUG)
University of North Florida (FNP)
University of South Florida St. Pete (FHS)
University of South Florida (FHM)
University of West Florida (FWA)
Valencia College (FVC)

Appendix B
Documentation

The following documents were reviewed during the creation of these guidelines.

American Library Association Interlibrary Loan Code

FLIN Manual, Florida Department of State Library and Archives of Florida

ILL Best Practices (IFLA)

International Resource Sharing and Document Delivery: Principles and Guidelines Procedure .

Library Borrowing Privileges Agreement

LINCC Resource Sharing Guidelines CCLA Resource Sharing Committee

Reciprocal Direct ILL Services for SUS Students Faculty and Staff

State University Libraries of Florida Resource Sharing Guidelines, CSUL Resource Sharing Committee

UBorrow Policies, CSUL Resource Sharing Committee

Reviewed and approved by the Florida Virtual Campus Resource Sharing Standing Committee (RSSC)
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