

## **RESOURCE SHARING**

**Definition:** Resource sharing seeks to make the collections of one library available to the patrons of another library efficiently and effectively. Resource sharing encompasses the technical capabilities, staff expertise and policies necessary to achieve that objective. Resource sharing incorporates activities related to automated discovery tools (including shared online catalogs), collection management, bibliographic description, delivery, interlibrary loan, and reciprocal borrowing.

### **Expectations:**

- a. Resource sharing is a statewide necessity and, as such, library Systems and their member libraries shall view it in the broadest possible context.
- b. Systems shall encourage member libraries to treat the patrons of other ILLINET libraries equitably, and as close as possible to the manner in which its patrons are treated.
- c. Systems shall promote resource sharing as a cost effective way to augment and extend the availability of information resources to the citizens of the Illinois.
- d. Systems shall foster an understanding that resource sharing is not a replacement or substitute for the responsibility of each ILLINET library to adequately support collections and services that fulfill the library's mission.
- e. Systems shall develop shared staff expertise in resource sharing and shall collaborate to identify and implement inter-system and statewide resource sharing solutions.
- f. Systems shall collaborate in the development of inter-system and statewide technologies for resource discovery and comprehensive approaches to delivery.

### **Illinois Library System Responsibilities:**

Each System shall:

- a. Develop and share with its members a plan for resource sharing. The plan should address the System's role in the the provision of resource discovery tools, including shared integrated library systems; the bibliographic organization of collections, including the maintenance and expansion of standards based resource description; the facilitation of reciprocal borrowing, interlibrary loan and document delivery; and delivery. The initial plan shall be submitted to the Illinois State Library subsequent to the adoption of these standards on a date to be determined by the State Library staff.
- b. Review its resource sharing plan annually and revise it as needed.

- c. Consult with member libraries to address needs for expanded resource discovery tools.
- d. Strongly encourage member libraries to participate in a shared integrated library system. Systems should work collaboratively to eliminate existing restrictions on participation in such systems.
- e. Explore the potential of emerging integrated library systems and other resource discovery tools that facilitate resource sharing and participate in the creation of regional and/or statewide automated systems, as the opportunities arise.
- f. Develop and strengthen the ability of member libraries' staffs to implement and use currently available and emerging resource discovery tools.
- g. Encourage each member library to bibliographically organize its collection using standards based resource description and facilitate the development of expertise in the use of resource description among member library staffs.
- h. Maintain an interlibrary loan policy consistent with the ILLINET interlibrary loan code.
- i. Encourage the development of interlibrary lending policies and use of best practices by member libraries and provide regular interlibrary loan training and consultation for member libraries.
- j. Encourage and assist member libraries to build and maintain adequate collections, including ways they may identify, evaluate and cooperatively acquire electronic information resources.
- k. Encourage and support the digitization of member library collections. Assist in making digitized collections easily accessible using existing standards and guidelines for resource description.
- l. Facilitate document delivery among member libraries and provide document delivery training and consultation.
- m. Establish policies that support the reciprocal borrowing of materials among all ILLINET libraries.
- n. Provide for the equitable and consistent delivery of library materials to fulfill the patron requests. Working collectively, Systems and the Illinois State Library will develop equitable, statewide delivery frequencies. Each System may provide its own delivery service or contract for such service. Each System shall coordinate its delivery service with the Illinois Library Delivery Service (ILDS).

- o. Participate in the investigation and possible development of regional and/or statewide delivery service, as directed by the Illinois State Library.
- p. Establish a mechanism for resolving disputes over resource sharing; including the mediation of reciprocal borrowing and interlibrary loan requests, fulfillment problems, and the damage or loss of materials.
- q. Work cooperatively and collaboratively with its member libraries, other Systems and their member libraries, and the Illinois State Library to maintain and strengthen resource sharing. This includes the development of statewide best practices, support for innovation, and providing overall leadership in meeting the information needs of the citizens of Illinois.

**Member Responsibilities:**

Each ILLINET library shall:

- a. Build and maintain collections of books, serials, media, and electronic resources sufficient to meet the needs of its primary clientele.
- b. Share its collection with the patrons of other ILLINET libraries as freely and easily as legally permitted.
- c. Evaluate its need for automated resource discovery tools and is strongly encouraged to participate in a shared integrated library system.
- d. Be responsible for all policy and financial requirements associated with participation in a shared integrated library system.
- e. Provide bibliographically organized collections and is strongly encouraged to use standards based resource description methods. This may be accomplished by staff of the member library, through collaborative programs, or as a contracted service.
- f. Accept interlibrary loan requests and shall fulfill them in a timely manner. Each library is responsible for compliance with copyright restrictions and System interlibrary loan policies.
- g. Participate in System sponsored interlibrary loan training.
- h. Be strongly encouraged to participate in reciprocal borrowing agreements within the System and statewide.
- i. Provide sufficient staff to fulfill interlibrary loan requests and prepare materials in compliance with System delivery policies and practices.

- j. Abide by System policies and procedures for the resolution of problems and conflicts associated with resource sharing.

**Assessment:**

- a. Each System shall submit to the Illinois State Library its plan for resource sharing subsequent to the adoption of these standards on a date to be determined by the State Library staff, as well as any other reports requested by the State Library.
- b. Each System shall submit an annual report on all aspects of resource sharing activity, including resource discovery, resource description, interlibrary loan, document delivery, reciprocal borrowing, and delivery. The scope and content of the annual report shall be determined by the Illinois State Library.
- c. Each System shall monitor and evaluate the resource sharing capabilities and effectiveness of member libraries. Reporting on these evaluations shall be provided to the Illinois State Library upon request and in a format to be determined by the Illinois State Library.

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