

### **School District of Bayfield Interlibrary Loan**

Interlibrary loan supplements, not replaces, the school collection development and is used to retrieve material outside the scope of the school library's collection.

Resource sharing is one tool available to help meet staff and student needs. Interlibrary loan also provides a means by which scarce resources can be stretched by sharing materials rather than having the district library duplicate the efforts of others.

Educational resources can be requested through CESA #12 via the agency's webpage or requests may be made through the school library.

Bayfield Carnegie Library has created an Institutional Card Policy. The Institutional Card issued to our district will only be used for purposes of the district, not for personal use.

Materials will be returned by the due date. If any damage, loss, or non-return of material occurs, the school is responsible for compensation or replacement, in accordance with the lending library. The responsible staff or student will then be responsible for any fees or costs incurred by the district.

APPROVED: June 14, 2010