

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

INSTRUCTION

**INSTRUCTIONAL MEDIA AND TECHNOLOGY
LIBRARY MEDIA**

LIBRARY RESOURCE SHARING

361.31

The Pittsville School District library media centers provide a current range of resources that reflect and support the diverse interests and needs of our students and staff in an accurate and unbiased way and support and expand the curriculum. Patrons at the each school are allowed to access the resources of the library media center at the other.

Recognizing the fact that no single school media center can provide for all the informational needs of all its patrons, interlibrary loans may extend access to resources not normally acquired. Interlibrary borrowing does not relieve any library of the responsibility for developing its own collection.

In the effort to provide the students of the Pittsville School District with access to the resources of other libraries, the Library Media Specialist has authority to make arrangements for the student to borrow materials from the other local public libraries.

This access is provided to students upon request with the guidance and supervision of the Library Media Specialist.

The following guidelines shall be followed when handling requests:

- Every effort will be made to meet patron needs with district collections before beginning the outside interlibrary loan process.
- Borrowing of materials will be at the discretion of the Media Specialist.
- Patrons will be personally responsible for all materials borrowed for them and will need to pay replacement costs for all materials lost or damaged while in their possession. All library services will be revoked until replacement costs are paid.

Any type of material may be requested on loan from the district school library media centers. The Pittsville School District Library Media Specialists have the privilege of deciding whether a particular item is available for loan, being as generous as possible with due consideration to the needs of school district patrons.

Approved: March 8, 2004

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