

The following criteria shall be followed when handling interlibrary loan requests:

1. The school district will only accept requests that have been verified on WISCAT and have cleared the proper channels within the county interlibrary loan clearinghouse as specified in the state interlibrary loan guidelines.
2. Reference books and computer software will not be available through interlibrary loan due to high student and faculty use.
3. The borrowing library is responsible for returning interlibrary loan materials in good condition by the due date and will assume the postage for their return.
4. The borrowing library will be responsible for fines and replacement costs if loss or damage occurs.

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Adopted: July 1990

Revised: