



**Provincial Resource Sharing Program and Policy
Revised 2021**

PUBLIC LIBRARIES BRANCH
MINISTRY OF MUNICIPAL AFFAIRS

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Provincial Resource Sharing Program and Policy

The Provincial Resource Sharing Program is the lending of local library resources to users of other libraries through interlibrary loan (ILL) and BC OneCard. Resource sharing is a core provincial program that strengthens the British Columbia public library system by increasing the range of materials available to users.

This document combines and updates the ILL Code (2013) and BC OneCard policy (2010). This document focuses on the specific policy requirements for each component of the British Columbia Public Library Resource Sharing Program – ILL and BC OneCard.

Interlibrary Loan Code

1. The *Interlibrary Loan (ILL) Code for British Columbia Public Libraries* is the policy document for the provincially supported ILL service for public libraries. The British Columbia ILL network is a reciprocal program. To be full participants in the network, a library must make its collection available to other institutions and offer ILL borrowing to its users. The network includes all [public libraries and select post-secondary libraries](#).
2. ILL is a basic library service available to all British Columbia public library card holders.
3. Each local library in the network is responsible for developing their local library collection to meet community needs.
4. ILL can be used for accessing unique materials not present in a local collection.
5. Resource sharing, including ILL service, is supplementary and is not meant to substitute the local collection. Before placing an ILL request, libraries should consider purchasing an item for their collection.
6. Member libraries within BC or federation networks may agree to ILL policies above and beyond this policy.
7. ILL is further supported by the BC Libraries Cooperative (Coop) and the BC Electronic Library Network (BC ELN) who provide underlying technology for the program.

Definitions: Interlibrary Loan

Interlibrary loan - a transaction in which library material, or a copy of library material, is made available from one library to another upon request.

Network – consists of the libraries who participate in the provincial ILL program. The Network is supported by the British Columbia Electronic Library (BCELN) and British Columbia Libraries Cooperative (BCLC) as providers of resource sharing technology.

Illume (SHAREit) – Illume is the Interlibrary loan service between public and post-secondary libraries in BC & Yukon. The SHAREit software, provided by the vendor Auto-Graphics, is an Integrated ILL Management System that combines searching of the shared union database catalogue & live Z39.50 targets, requesting, and an efficient work management process for interlibrary loans (ILL) staff. The Illume service includes libraries using the SHAREit software and partners with other ILL software via ISO

protocols to form an interconnected technology base for Illume. Illume is managed by BC ELN and supported by the Province of BC.

BC Interlibrary Connect Zone – a feature of the Sitka Evergreen library system that allows patrons of other Sitka ILC member libraries to borrow items across the province from one another. ILC is managed by BCLC and supported by the Province of BC.

Pubill listserv: email list provided and maintained by the Ministry of Education for ILL network communications.

Responsibilities of Libraries

1. Libraries must publish their ILL policies online. These policies should include, at minimum:
 - a. Materials which are not available for loan
 - b. Loan period for ILLs
 - c. Renewal period and policy
 - d. Reserve policies for ILL requests
 - e. Charges for lost or damaged items
 - f. Situations where special shipping arrangements, costs or insurance may be required
2. The decision to lend material is always at the discretion of the lending library. Libraries should refer to the ILL policy of library holding requested material before making the request.
3. Libraries must monitor and process ILL requests on a regular basis.
4. Libraries may temporarily suspend their participation in the ILL network as needed. Libraries temporarily suspending ILL service must:
 - a. Inform the network of suspension of service longer than 2 weeks through Pubill listserv, and if possible, the expected date of service resumption
 - b. Inform their library users
 - c. Ensure ILL systems are 'turned off' so other libraries can not make requests
 - d. Resolve all outstanding ILLs prior to suspension of service
 - e. Reinstate service as soon as possible
5. Borrowing libraries must comply with the conditions established by the lending library, including advising users that loans are subject to recall by the lending library at any time.
6. Copying borrowed material is permitted, unless specifically forbidden by the lending library, or prohibited by the *Copyright Act*, and no damage to the original material will result.
7. Borrowing libraries are responsible for packaging the material appropriately. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement.
8. Lending libraries are encouraged provide return mailing labels.
9. Libraries are encouraged to use provincially supported ILL management software Illume. (SHAREit) or Interlibrary Connect (Sitka Evergreen) when placing ILL requests.
10. Requests for items from libraries using ILL management software other than provincially supported Illume (SHAREit) or Interlibrary Connect programs must conform to current standards and adhere to applicable ISO (International Standards Office) compliance as established by the network.
11. Libraries are responsible for the verification of ILL statistics.

Responsibilities of the Ministry of Municipal Affairs, Public Libraries Branch

1. Oversees the resource sharing program to ensure fairness and consistency across the network.
2. Provides funding to defray the licensing costs of Illume and Sitka Evergreen ILC software, support and training.
3. Provides funding to public libraries to offset the cost of ILLs.
4. Collects annual statistical data on interlibrary lending activities.
5. Provides communication channel for network.
6. Administers and updates this document– as needed. Engage stakeholders on changes when needed.
7. Support the ILL network on a national level.

BC One Card Program

BC OneCard is part of the Provincial Resource Sharing Program that is available to all British Columbians with a public library card.

1. To be eligible to participate in the BC OneCard program, a user must be a B.C. resident with a valid B.C. public library card.
2. Each library sets its own criteria for issuing library card/membership, including card expiry.
3. BC OneCard loans may be returned to any BC public library.
4. BC OneCard borrower is responsible for any overdue, damage or loss charges owing to the lending library.
5. Other than library-specific BC OneCard policies, this minimum lending library policies apply to all BC OneCard users.

Definitions: BC One Card

1. **BC OneCard Participant:** valid holder of a B.C. public library card/membership.
2. **Home library:** Library from which the user is entitled to a card by virtue of their residency or payment of a non-resident fee.
3. **Lending library:** Library from which BC OneCard member obtains service.
4. **Loanable Items:** Books and alternative to print reading material.

Library Responsibilities

1. Libraries must allow BC OneCard user to borrow five books per visit, as a minimum policy.
2. Libraries may determine loan policies, and what materials or services are available to BC OneCard users. For example:
 - Due dates and fines
 - Type of material format, e.g. books only
 - Access to services, e.g. public computer or internet access
3. Libraries must accept all BC OneCard returns and return the materials to the home library as soon as possible.

Responsibilities of the Ministry of Municipal Affairs, Public Libraries Branch

1. Oversees the program to ensure fairness and consistency across the network.
2. Support the collection and management of statistical data on BC OneCard program.
3. Provide funding to public libraries to offset the cost of BC OneCard.
4. Administers and updates this document as needed.
 - a. Engage stakeholders on changes when needed.

Version/Revision History

- 1995
- 2008
- 2013
- 2015
- 2021

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