

## **NorthNet Library System InterLibrary Loan Policy**

### **INTRODUCTION**

NorthNet Library System (NLS) is a consortium of northern California independent city, county, academic, and special libraries. These libraries have joined to form a cooperative network. NLS covers 57,838 square miles and encompasses the northern part of the state from the Pacific Coast to the Nevada border and the San Francisco Bay/Sacramento area to the Oregon border. Of California's 58 counties, 48% are included in the system. The members of three regional systems, North State, North Bay, and Mountain Valley, sought this merger to provide better services to the communities they serve by:

- increasing resource sharing;
- improving delivery service;
- realizing economies of scale;
- decreasing administration costs; and
- bringing equity of services to members.

The member libraries of NLS vary widely from small, rural, isolated libraries to large, urban libraries. Of the participating counties, 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches.

Delivery service transports various library materials throughout the System. Due to the distances covered in this area, the delivery service is a crucial System activity.

Users of member libraries, if the card holders are in good standing, may borrow from any library in the System. Books may be returned to any library and the delivery van will return them to the owning library. For libraries in the North State region, the delivery used is USPS. For a few libraries in the Mountain Valley region, the delivery service used is UPS.

### **INTERLIBRARY LOANS**

#### **Definition**

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

#### **Purpose**

One of the main functions of the System is to provide a framework that allows libraries within the System to effectively use the resources of other System libraries. In order to do this, a GAC (group access capability) has been established using OCLC's interlibrary loan system.

#### **Conditions of Loans**

Interlibrary loan service is a courtesy and a privilege, not a right, and is dependent on the cooperation of member libraries.

No library should depend upon another to supply the normal needs of its clientele except under special agreement for such service with another library.

The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until the time the material is received back at the lending library.

In case of loss or damage, the borrowing library is to arrange for payment, repair, or replacement of interlibrary loan books.

The borrowing library is bound by any conditions or limitations of use imposed by the lending library. Materials should be loaned without restriction, except as individual libraries make restrictions on their own borrowers. Nonresident borrowers placing reserves for materials will take their turns along with the local residents. Due to funding constraints, some member libraries may not loan new, rare or historical items.

### **Using the GAC in OCLC**

Staff may search the holdings of the entire NorthNet System using the symbol NCAL in the OCLC FirstSearch system. There is also a NorthNet scope on the CalCat catalog (<http://California.worldcat.org>) and in FirstSearch. A link to this for patrons to search may be set up on each library's webpage.

### **Duration of Loan**

In general, duration of loan depends on the type of material borrowed. Books will normally be checked out for 40 days by the loaning library. The borrowing library will issue the books for its regular loan period. The 40 days allows for delivering the book, notifying the borrower that the book has come, and sending the book back to the loaning library. Items in demand can be loaned for shorter periods. Also, reference materials, if loaned, may be loaned for shorter periods. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

### **Not on Shelf**

Materials not on the shelves at the time of the request will not be reserved. The borrowing library may request a reserve. If a reserve is placed, the requesting library will be notified.

If material is not on the shelf, the request will be forwarded to another NLS library only if the requesting library has listed additional NLS holdings. The requesting library will not be notified that the request has been sent on.

### **Renewal**

Some materials might be renewable. This request should go directly to the lending library. Check addenda for local library policies.

### **Delivery of Interlibrary Loans**

Materials on interlibrary loan will be sent to the requesting library by van delivery, or mail or fax, if necessary to meet a deadline. Materials should be returned directly to the lending library.

### **SuperSearch**

Members of the North Bay region also share their resources using SuperSearch. SuperSearch is a web-based, multi-vendor, resource sharing application providing interlibrary loan services among member libraries. SuperSearch is a self-service system and works with local circulation systems to manage

requests. Patrons can create a SuperSearch account using a valid library card, search, request and pick up items at their local library. For more information, see SuperSearch manual.

### **Out-of-System Deliveries**

CLSA System Libraries allow their member libraries to exchange items via the systems. When a library loans/borrows an item from a library in another system (see attached list of system headquarters), the items are sent from/received in Santa Rosa via the NLS delivery system. NLS pays the UPS charges. Libraries with UPS or USPS delivery only should send items straight to the library in the other system.

### **RESPONSIBILITY OF EACH MEMBER LIBRARY**

1. The member library has the responsibility to communicate any problems or dissatisfaction with service to the NLS staff so that problems can be worked out.
2. Each member library is responsible for purchasing its own best-sellers and current popular books.
3. Members should inform the System of any subject strengths in their collections, and any specialties of their staff members.
4. Members may determine areas in which assistance is needed, and may initiate a request for training.
5. The borrowing library will honor any limitations on use imposed by the lending library.
6. It is the responsibility of the lending library to keep adequate records of materials loaned for CLSA auditing purposes.

### **Special Collections**

The North State region has three special collections that are available for loan to any NorthNet library.

#### **DVD Collection**

A collection of 1,500 movies on DVD is housed at the Orland Free Library. It is available through OCLC or you can go to <http://www.youseemore.com/orland/> Use the button in the middle of the page to "Search movies and videos." Click on it and you will see a search screen that is already limited to DVDs and videos. If your library has a username and password set up, you will be able to place holds directly through the catalog. Contact the Orland Free Library at 530-865-1640 for a username or more information.

#### **Listen In Collection**

A collection of books on CD, music on CD and playaways is available from the Plumas County Library. Most of the collection, including many music CDs, are searchable using FirstSearch. These items are all available by request from Plumas County Library.

Another (perhaps easier) way to search for all 5,000 music CDs is to go directly to <http://www.plumaslibrary.org>. After clicking "browse" use the "set limits" button to search only the Listen In branch (at the bottom of the page). Click set limits, and then search by title or subject. Your library can have a username and password set up to place holds directly through the catalog. If you have questions please call the Plumas County Library at 530-283-6575.

**Puppet Collection**

NorthNet has an extensive collection of puppets and puppet kits that are available for loan. They can be ordered by calling 530-666-8005 ext 8083 or e-mailing a request to [chris.crist@yolocounty.org](mailto:chris.crist@yolocounty.org). A list of all the puppet costumes and props is available on the webpage, <http://www.northnetlibs.org>

## NorthNet Libraries

Alpine County Library (UPS or USPS only)  
 Belvedere-Tiburon Public Library (UPS or USPS only)  
 Benicia Public Library  
 Butte College Library (UPS or USPS only)  
 Butte County Library (UPS or USPS only)  
 California State Library  
 CSU Chico Library (UPS or USPS only)  
 CSU Sacramento Library  
 College of the Redwoods, Del Norte (UPS or USPS only)  
 College of the Redwoods, Eureka (UPS or USPS only)  
 College of the Siskiyous (not loaning at this time)  
 Colusa County Library  
 Del Norte County Library District (UPS or USPS only)  
 Dixon Public Library  
 El Dorado County Library (UPS or USPS only)  
 Folsom Public Library  
 Feather River College (UPS or USPS only)  
 Humboldt County Library (UPS or USPS only)  
 Humboldt State University Library (UPS or USPS only)  
 Lake County Library  
 Larkspur Public Library (UPS or USPS only)  
 Lassen Community College (UPS or USPS only)  
 Lassen Library District (UPS or USPS only)  
 Lincoln Public Library  
 Marin County Free Library (UPS or USPS only)  
 Mendocino County Library  
 Mill Valley Public Library (UPS or USPS only)  
 Modoc County Library (UPS or USPS only)  
 Mono County Library (UPS or USPS only)  
 Napa City-County Library  
 Napa Valley College  
 Nevada County Library (UPS or USPS only)  
 Orland Free Library (UPS or USPS only)  
 Placer County Library  
 Plumas County Library (UPS or USPS only)  
 Roseville Public Library  
 Sacramento County Public Law Library  
 Sacramento Public Library  
 St. Helena Public Library  
 San Anselmo Public Library (UPS or USPS only)  
 San Rafael Public Library (UPS or USPS only)  
 Santa Rosa Junior College  
 Sausalito Public Library (UPS or USPS only)  
 Shasta College (UPS or USPS only)  
 Shasta Public Libraries (UPS or USPS only)  
 Simpson University Library (UPS or USPS only)  
 Siskiyou County Library (UPS or USPS only)  
 Solano Community College

Solano County Library  
Sonoma County Library  
Sutter County Library  
Tehama County Library (UPS or USPS only)  
Trinity County Library (UPS or USPS only)  
UC Davis  
Willows Public Library (UPS or USPS only)  
Woodland Public Library  
Yolo County Library  
Yuba County Library

## California Library Services Act (CLSA) Systems

### **Black Gold Cooperative Library System (BLACK GOLD)**

Maureen Theobald, Executive Director  
3437 Empresa Drive, Suite C  
San Luis Obispo CA 93401-7355  
Phone: (805) 543-1093  
Fax: (805) 543-9487  
[mtheobald@blackgold.org](mailto:mtheobald@blackgold.org)

### **49-99 Cooperative Library System (49-99)**

Rosario Garza, Administrator  
248 E. Foothill Blvd., Suite 101  
Monrovia, CA 91016-5522  
Phone: (626) 359-6111  
Fax: (626) 359-0001  
[rgarza@socallibraries.org](mailto:rgarza@socallibraries.org)

### **Inland Library System (INLAND)**

Susan Erickson, Director  
104 W. 4th Street  
San Bernardino, CA 92415-0035  
Phone:(909) 387-5731  
Fax:(909) 387-5736  
[serickson@inlandlib.org](mailto:serickson@inlandlib.org)

### **NorthNet Library System (NLS)**

Linda Crowe, Executive Director  
2471 Flores Street  
San Mateo, CA 94403-2273  
Phone: (650) 349-5538  
Fax: (650) 349-5089  
[crowe@plsinfo.org](mailto:crowe@plsinfo.org)

### **Pacific Library Partnership (PLP)**

Linda Crowe, Executive Director  
2471 Flores Street  
San Mateo, CA 94403-2273  
Phone: (650) 349-5538  
Fax: (650) 349-5089  
[crowe@plsinfo.org](mailto:crowe@plsinfo.org)

### **San Joaquin Valley Library System (SJVLS)**

Jeffrey Crosby, Administrative Librarian  
2420 Mariposa Street  
Fresno, CA 93721-2285  
Phone: (559) 488-2762  
Fax: (559) 488-2965  
[jeffrey.crosby@sjvls.org](mailto:jeffrey.crosby@sjvls.org)

**Serra Cooperative Library System (SERRA)**

Vera Skop, Coordinator  
820 E Street San Diego, CA 92101-0000  
Phone: (619) 232-1225  
Fax: (619) 696-8649  
[vskop@sbcglobal.net](mailto:vskop@sbcglobal.net)

**Southern California Library Cooperative (SCLC)**

Rosario Garza, Executive Director  
248 E. Foothill Blvd., Suite 101  
Monrovia, CA 91016-5522  
Phone: (626) 359-6111  
Fax: (626) 359-0001  
[rgarza@socallibraries.org](mailto:rgarza@socallibraries.org)



## **California Library Services Act (CLSA) Systems Member Libraries**

### **Black Gold Cooperative Library System**

Blachard/Santa Paula Public Library  
 Lompoc Public Library  
 Paso Robles City Library  
 San Luis Obispo County Library  
 Santa Barbara Public Library System  
 Santa Maria Public Library

### **49-99 Cooperative Library System**

Amador County Library  
 Calaveras County Library  
 Lodi Public Library  
 Stanislaus County Library  
 Stockton-San Joaquin County Public Library  
 Tuolumne County Library

### **Inland Library System**

Banning Library District  
 Beaumont Library District  
 Colton Public Library  
 Corona Public Library  
 Hemet Public Library  
 Inyo County Free Library  
 Moreno Valley Public Library  
 Murrieta Public Library  
 Ontario City Library  
 Palm Springs Public Library  
 Palo Verde Valley District Library  
 Rancho Cucamonga Public Library  
 Rancho Mirage Public Library  
 Riverside County Library System  
 Riverside Public Library  
 San Bernardino County Library  
 San Bernardino Public Library  
 Upland Public Library  
 Victorville City Library

### **Pacific Library Partners**

Alameda Free Library  
 Alameda County Library  
 Berkeley Public Library  
 Burlingame Public Library  
 Cabrillo College Library  
 College of San Mateo  
 CSU – Monterey  
 CSU – Hayward  
 Contra Costa County Library

Daly City Public Library  
 Gavilan College Library  
 Harrison Memorial Library  
 Hartnell College Library  
 Hayward Public Library  
 Livermore Public Library  
 Menlo Park Library  
 Monterey Bay Aquarium Library  
 Monterey County Library  
 Monterey Peninsula College Library  
 Monterey Public Library  
 Mountain View Public Library  
 Oakland Public Library  
 Pacific Grove Public Library  
 Palo Alto Library  
 Redwood City Public Library  
 Richmond Public Library  
 Salina Public Library  
 San Benito County Free Library  
 San Bruno Public Library  
 San Francisco Public Library  
 San Jose Public Library  
 San Juan Bautista City Library  
 San Mateo County Library  
 San Mateo Public Library  
 Santa Clara City Library  
~~Santa Clara County Library~~  
 Santa Cruz Public Libraries  
 South San Francisco Public Library  
 Sutro Library (CA State Library)  
 Sunnyvale Public Library  
 UC Berkeley  
 Watsonville Public Library

**San Joaquin Valley Library System**

Coalinga-Huron Library District  
 Fresno County Free Library  
 Kern County Library  
 Kings County Library  
 Madera County Library  
 Mariposa County Library  
 Merced County Library  
 Porterville Public Library  
 Tulare County Library  
 Tulare Public Library

**Serra Cooperative Library System**

Carlsbad City Library  
 Chula Vista Public Library  
 Coronado Public Library

Escondido Public Library  
National City Public Library  
Oceanside Public Library  
San Diego County Library  
San Diego County Public Law Library  
City of San Diego Public Library  
Brawley Public Library  
Camarena Memorial Library  
El Centro Public Library  
Imperial County Free Library  
Imperial Public Library  
Imperial Valley College - Library/Media Center

**Southern California Library Cooperative**

Alhambra Public Library  
Altadena Library District  
Anaheim Public Library  
Arcadia Public Library  
Azusa City Library  
Beverly Hills Public Library  
Buena Park Library District  
Burbank Public Library  
Cerritos Library  
City of Calabasas Library  
City of Commerce Public Library  
County of Los Angeles Public Library  
Covina Public Library  
Downey City Library  
El Segundo Public Library  
Fullerton Public Library  
Glendale Public Library  
Glendora Library and Cultural Center  
Inglewood Public Library  
Irwindale Public Library  
Long Beach Public Library  
Mission Viejo Library  
Monrovia Public Library  
Monterey Bruggemeyer Library  
Moorpark City Library  
Newport Beach Public Library  
Orange County Public Library  
Orange Public Library and History Center  
Oxnard Public Library  
Palmdale City Library  
Palos Verdes Library District  
Pasadena Public Library  
Placentia Library District  
Pomona Public Library

Redondo Beach Public Library  
San Marino Public Library  
Santa Fe Springs City Library  
Santa Monica Public Library  
Sierra Madre  
Signal Hill Public Library  
South Pasadena Public Library  
Thousand Oaks Library System  
Torrance Public Library  
Whittier Public Library  
Ventura County Library  
Yorba Linda Public Library