

MOBAC ILL Guidelines available online <http://www.mobac.org>

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Committee Charge

The MOBAC Interlibrary Loan Committee is the advisory group which makes recommendations to the MOBAC Administrative Council to improve and maintain interlibrary loan service throughout the System regarding efficient interlibrary loan communication, accurate interlibrary loan tools, and trained and efficient interlibrary loan staff.



Committee Members

<http://www.mobac.org/committees/interlibrary-loan-committee/>



Acronyms for Member Libraries

<http://www.mobac.org/home/mobac-mission-statement/acronyms-for-member-libraries/>



E-mail Reflectors (listserves) for ILL and Other MOBAC Committees

To subscribe and unsubscribe

<http://www.mobac.org/directory/email-reflectors/>



MOBAC Interlibrary Loan General Policies, Procedures and Information

Purpose of the MOBAC System ILL

To provide all residents of Monterey, San Benito and Santa Cruz counties with the opportunity to obtain from local libraries any needed materials and informational services by first using local resources and then expanding the search to the State level and beyond.

ILL policies follow **California Library Services Act** (CLSA) mandates and the **National Interlibrary Loan Code for the United States** .

http://www.library.ca.gov/publications/librlaw_2013_12-28-12_final.pdf

<http://www.ala.org/rusa/resources/guidelines/interlibrary>

MOBAC Interlibrary Loan Policy

1. Items will be loaned at the discretion of the member library.
2. MOBAC member libraries will not bill each other for lost or damaged items except for those institutions that have policies that require charges (*Administrative Memo 342, 5/31/1996). Lost or damaged fees will be kept by the library accepting the monies.
3. Any late fees for ILL materials will be kept by the library that charged/checked out the ILL to the patron.
4. It is up to the lending library whether to assess late fees for non-interlibrary loan items. (*Administrative Memo 143 a & b, 9/21/1990)
5. Photocopy materials required for a loan will be provided free of charge between MOBAC member libraries.
6. The length of loans for an ILL between MOBAC member libraries is up to the discretion of the loaning library. Renewals for ILL items borrowed within the System will be granted at the discretion of the lender.
7. Each eligible library will complete and submit its own ILL Transaction Report/Claim to the State Budget Office. All eligible MOBAC member libraries will file for and keep their own Direct Loan reimbursements.

***Administrative Memos**

143 a There will be no fine assessed by the receiving library on overdue materials for other MOBAC member libraries. (*i.e., the library where non-ILL items are returned will not assess overdue fines for books from other MOBAC libraries.*) (Administrative Memo 143a, 9/21/90)

143b The Administrative Council cannot take a stand in regards to the lending library's policy. To assess or not assess late fees is the responsibility of the lending library's jurisdiction. (*i.e., each lending library will decide whether to assess late fees on non-ILL items returned through MOBAC delivery after the due date.*) (Administrative Memo 143b, 9/21/90)

Interlibrary Loan Transaction Based Reimbursement (ILL/TBR)

California public libraries engaged in cooperative efforts with neighboring libraries are supported through one funded program of the California Library Services Act (CLSA), specifically designed to assist and encourage such interlibrary cooperation. The program is administered by the 13-member California Library Services Board. Prior to FY 2011/12, the funding was provided to California public and non-public (not for profit) libraries for sharing resources. Currently, state funding is allocated to California Cooperative Library Systems. <https://www.library.ca.gov/services/libraries/libserh4.html>

Note that per Sharon Croley, Fiscal Office, California State Library, effective with FY 2013/2014, only California Public libraries are required to file ILL/TBR reports. If funding for the program is restored, academic, school and special libraries will be brought back into the loop.

Courier Service

Courier Schedule

<http://www.mobac.org/courier-schedule/>

Routing Slip Use

There are two (2) master codes for each MOBAC member library. It is the responsibility of each library to reproduce its own supply of routing slips. Masters can be accessed through the link on the MOBAC website (see below).

A. One routing slip has the MOBAC member library symbol. Use this routing slip *for returns* (not ILLs) and any *message, memo, agenda, etc.* being sent to a MOBAC member library.

EXAMPLE: SAL

MASTER: <http://www.mobac.org/wp-content/uploads/Routing-Slips-Non-ILL.pdf>

B. The second routing slip has the library symbol plus **ILL** printed on it. Use this routing slip for *ILL requests only*.

EXAMPLE: SAL

ILL

MASTER: <http://www.mobac.org/wp-content/uploads/Routing-Slips-ILL.pdf>

Procedure for Returning ILL Materials

To return materials received from MOBAC and member libraries:

A. If your system requires it, stamp "**returned**" on paperwork to be sent back with the material being returned.

B. Return material via courier with a routing slip marked with the **lending library's symbol** plus **ILL**.

ILL library materials should always be returned *with the lending library's paperwork* or *other identifying material* and the proper ILL routing slip. *Please do not use paper clips, tape, or adhesive labels.* Place paperwork inside the front cover and rubber band the book closed.

Courier Service to Neighboring Systems

The MOBAC courier service may be used for delivery to and from the following library systems: Silicon Valley Library System (SVLS), Peninsula Library System (PLS), and Bay Area Library and Information System (BALIS). Fill out the appropriate routing slip, attach to item, and place item in a MOBAC crate.

Routing Slip Masters

http://www.mobac.org/wp-content/uploads/Routing_Slip_BALIS_SALMON.pdf
http://www.mobac.org/wp-content/uploads/Routing_Slip_MOBAC_LAVENDER.pdf
http://www.mobac.org/wp-content/uploads/Routing_Slip_PLS_WHITE.pdf
http://www.mobac.org/wp-content/uploads/Routing_Slip_SVLS_BLUE.pdf



Useful Information and Websites

Copyright

1. Reproduction of Copyrighted Works by Educators and Librarians

<http://www.copyright.gov/circs/circ21.pdf>

1.a. Copyright Clearance Center: About Copyright

<http://www.copyright.com/learn/about-copyright/>

2. The CONTU Guidelines

http://www.copyright.com/Services/copyrightoncampus/content/ill_contu.html

CONTU Guidelines for copying from periodicals apply only to materials less than five years old (referred to as part of the "rule of five").

- Up to five articles may be copied from a single periodical in one calendar year under the ILL provision (referred to as part of the "rule of five").
- A library with a subscription for a periodical which is not immediately available may consider a copy obtained from another library as if made from its own collection.
- All ILL requests must be accompanied by a copyright compliance statement from the requesting library. The requesting library must maintain records of all requests and of their fulfillment. These records must be kept for three calendar years after the request has been made.
- No more than six copies of articles/chapters/small portions may be made from a non-periodical (including a book) during the entire term of copyright of the work.
- For copying beyond the CONTU Guidelines, the library may need to obtain copyright permission directly from the copyright holder or from a representative such as Copyright Clearance Center.

OCLC

OCLC-Sharing-L

Announcements, changes and enhancements to OCLC resource sharing services

- List Address: NONE (broadcast messages only)
- Subscription Address

<<https://www.oclc.org/forms/internet-subscription.en.html?urlm=168713>>

OCLC WorldShare ILL

OCLC released WorldShare Interlibrary Loan in 2013. WorldShare Interlibrary Loan replaces

WorldCat® Resource Sharing, as part of the OCLC Resource Sharing subscription your group shares.

GETTING STARTED WITH WORLDSHARE

Step 1: Register your library complete the [MOBAC registration form](#) .

<http://registration.oclc.org/reg/?pc=WorldShare_ILL_MOBAC> **Note:** It is important to register for the WorldShare Interlibrary Loan service before completing any other steps, including registering for training (below).

Step 2: Establish new user accounts Before you log on to WorldShare Interlibrary Loan for the first time, you must set up a new OCLC user account for interlibrary loan. This new account will replace WorldCat Resource Sharing authorization number and password use. Information about creating new user accounts is available in the “[Create Your New WorldShare ILL Account](#)” tutorial and in the “Creating an account” section of this ["Getting Started" document](#)

<<http://www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill/tutorials/creating-your-wsill-account.en.html> >

<<http://www.oclc.org/content/dam/support/worldshare-ill/documentation/WorldShare-ILL-getting-started.pdf> >

Step 3: Consult WorldShare Interlibrary Loan training and documentation resources.

<http://www.oclc.org/support/services/worldshare-ill.en.html>

Self-paced training Consult the training resources provided on the [Self-Paced Training website](#) . For many people, the self-paced resources will provide enough information to successfully begin using the new service.

<<http://www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill/learning-paths/easy-schedule.en.html>>

Live virtual training classes Virtual training classes will be provided using OCLC’s conferencing software, WebEx. In these sessions, you will walk through workflows for both borrowing and lending with an experienced OCLC trainer. These sessions last approximately 2 hours. [WorldShare ILL training](#). <http://www.oclc.org/support/training/portfolios/resource-sharing/worldshare-ill.en.html>

Prepare for your transition More information is available at the [OCLC Migration website](#) .

<<http://www.oclc.org/en-US/worldshare-ill.html>>

Staff Development

1. ALA Online Learning

<http://www.ala.org/onlinelearning/>

2. Copyright Clearance Center – Copyright Education

<http://www.copyright.com/content/cc3/en/toolbar/education.html>

3. InfoPeople

<https://infopeople.org/training>

4. Five Things Every New Resource Sharing Librarian Should Know (from the ILL Listserv)

This document can be found on the MOBAC ILLCommittee Documents page.

<http://www.mobac.org/wp-content/uploads/5-Things-Every-New-Resource-Sharing-Librarian-Should-Know.pdf>

6. ShareILL

<http://www.shareill.org/>

ShareILL is a gateway to electronic and print resources pertaining to all aspects of ILL, document delivery, and resource sharing. Designed to be comprehensive and international in scope, ShareILL features links to resources that will help practitioners locate materials for their clientele, manage the ILL process, and keep up with developments in the profession.

One of the resources is a list of email discussion groups and blogs pertaining to resource sharing concerns. http://www.shareill.org/index.php?title=Discussion_lists_and_blogs

7. ILL-L

Discussion forum for ILL practitioners in all types of libraries around the world

- List Address: ill-l@webjunction.org
- Subscription Address < <http://listserv.oclc.org/scripts/wa.exe?REPORT&z=3> >
- [ILL-L Archives](http://listserv.oclc.org/archives/ill-l.html) < <http://listserv.oclc.org/archives/ill-l.html> >

