520-2-4-.01 STARS: State Of Alabama Resource Sharing Program

(1) STARS procedures in effect October 1, 2003

(a) STARS is a statewide public library program developed to provide all public libraries with an opportunity to participate in electronic interlibrary loan and resource sharing and to create a statewide union catalog of the holdings of Alabama public libraries to be known as the STARS Catalog or the STATE OF ALABAMA GROUP CATALOG. It is assumed that each library will attempt to borrow locally first. The procedures for using STARS are standardized to improve access to libraries throughout the state. Libraries are encouraged to use STARS by following the appropriate procedures and honoring the policies of the lending libraries.

(b) The STARS CATALOG or STATE OF ALABAMA GROUP CATALOG is a union catalog that will combine the existing holdings of Alabama’s OCLC libraries with batch loads of the holdings of public libraries in Alabama whose holdings are not in OCLC.

1. APLS staff coordinates the batch loading process with OCLC/SOLINET and Public libraries.

2. Public library staff are trained by APLS staff to add their holdings to and delete them from the STARS catalog in order to maintain a current, accurate database. Once trained, each library is responsible for maintaining its records in the STARS catalog.

(c) Regional headquarters and the APLS Reference/ILL Department (also know as the statewide resource sharing center)
accepts requests by telephone. APLS also accepts requests via email, SIRSI request module, US mail, fax, OCLC, and in person. If the request is not a RUSH or an emergency, libraries should make an effort to batch their requests and send them once a day. APLS accepts any type of request: subject, title, author, ready-reference or research.

(d) When placing a request to APLS or a headquarters library, as much detail as possible should be supplied. The library should give a complete and specific description of the information needed: age of patron if this will affect the reading level of depth of detail; type of material needed such as books and/or articles if limited by format; amount of material needed; purpose such as club program, school paper, adult general interest, if this will affect the kind of material to be sent; and list of sources already checked.

(e) Requests to most other libraries in Alabama should be made through OCLC or by the manner agreed upon by supplying and requesting libraries.

(2) STRUCTURE.

(a) All public libraries not affiliated with regional libraries are to use OCLC to request items. APLS will train library staff to use OCLC. Requests may be made to APLS as specified in (1)(c).

(b) Libraries should contact APLS when they cannot locate a specific title or information on a specific subject so that APLS can try to verify the request using its specialized resources or offer suitable material as a substitute when appropriate.

(c) All public libraries belonging to a regional library system are to contact their headquarters for title and/or subject requests. Regional libraries may contact APLS for any request that cannot be filled at headquarters or that cannot be located using OCLC. Regional libraries send material to fill requests directly to their member libraries. They will use OCLC or another approved method to locate and borrow material for their member libraries unless the member library prefers to handle their own requests. In general, headquarters libraries will contact APLS for their member libraries, but in case of an emergency or in a situation when the regional library is not able to handle requests, member libraries may request material directly from APLS.

(d) Libraries other than public that are members of OCLC have access to STARS via OCLC. Libraries who are not OCLC
members may join STARS by contacting the APLS STARS administrator. These libraries will pay for their own interlibrary loans and other OCLC charges.

(e) School libraries should access STARS through their local public libraries unless they want to join STARS. If so, they should contact the APLS STARS administrator. These libraries will pay for their own interlibrary loans and other OCLC charges.

(f) APLS will borrow for newly established libraries and libraries that do not have adequate staff or until staff can be trained to use the OCLC system. When APLS request items for a public library using OCLC and the items are sent directly to the borrowing library, it is the responsibility of the library for which the requests are made to notify APLS when each item is received and returned.

(g) APLS OCLC/STARS ILL services to individuals are limited to job related materials for state officials and employees. All other citizens should submit ILL requests through their local public or academic library.

(3) RESPONSIBILITIES OF LENDING(SUPPLYING) LIBRARIES are based on the current Interlibrary Loan Code for the United States, published by the American Library Association.

(a) The lending library should establish, maintain, and make available an interlibrary loan lending policy. This policy should also be available in the online OCLC Policies Directory when the libraries’ holdings appear in the STARS Catalog or State of Alabama Group Catalog on OCLC.

(b) The lending (supplying) library should consider filling all requests for material regardless of format, but has the right to determine what material will be supplied.

(c) It is the responsibility of the supplying library to ensure the confidentiality of the user.

(d) The lending library should process requests in a timely manner that recognizes the needs of the requesting library and/or the requirements of the electronic network or transmission system being used. If unable to fill a request, the supplying or lending library should respond promptly and should state the reason the request cannot be filled.

(e) When filling requests the lending library should send sufficient information along with the item to identify the request. (Example: copy of the initial request)
(f) The lending library should indicate the due date and any restrictions (Example: in house use only) and any special return packaging or shipping requirements. The due date is the date the material is due to be checked in at the lending library.

(g) The lending library should ship material in a timely and efficient manner to the location specified by the requesting library. Loaned materials should be packaged to prevent loss or damage in shipping. Copies should be sent electronically when possible.

(h) The lending library should respond promptly to requests for renewals. If the lending library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.

(i) The lending library may recall material at any time.

(j) The lending library may suspend service to a requesting library that fails to comply with the provisions of the Alabama Administrative Code and the Interlibrary Loan Code for the United States, 2001 revision. The lending library should notify APLS and the headquarters library, if applicable, when a borrowing library fails to follow the provisions of this code.

(4) RESPONSIBILITIES OF THE BORROWING (REQUESTING) LIBRARY are based on the current Interlibrary Loan Code for the United States published by the American Library Association.

(a) The borrowing library should establish, maintain, and make available to its users an interlibrary loan borrowing policy. The policy should also be available in the online OCLC Policies Directory when the libraries’ holdings appear in the STARS Catalog or Alabama Catalog on OCLC.

(b) It is the responsibility of the borrowing library to ensure the confidentiality of the user.

(c) If the requesting library permits users to initiate online ILL requests that are sent directly to potential lending libraries, the borrowing library assumes full responsibility for these user-initiated transactions.

(d) Requested material should be described completely and accurately following accepted bibliographic practice.
Libraries should contact APLS for assistance when bibliographic information cannot be located.

(e) The borrowing library should identify libraries that own the requested material and follow the policies of the potential lending libraries.

(f) When no libraries can be identified as owning the needed material, requests should be referred to APLS Reference/ILL Department to check in additional sources or to send suitable substitute material when appropriate. Requests maybe sent to libraries believed likely to own the material, accompanied by an indication that ownership is not confirmed. If the library has an online catalog, it should also be checked before the unverified request is sent.

(g) The borrowing library should transmit interlibrary loan requests electronically when possible.

(h) For copy requests, the borrowing library must comply with the U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.

(i) The borrowing library is responsible for borrowed material from the time it leaves the lending library until it has been returned to and received by the lending library. This includes all material shipped directly to and/or returned by the user. The borrowing library should package material to prevent damage in shipping and should comply with any special instructions stated by the lending library. The borrowing library must meet the cost of repair or replacement if the item is damaged, in accordance with the preference of the supplying library. If the material is lost the library that loses the material should contact the lending library regarding procedures for replacement of the lost material.

(j) If notice is received that material is being sent but the material is not received within ten days, the lending library should be notified.

(k) The borrowing library is responsible for honoring the due date and enforcing any use restrictions specified by the supplying library. The due date is the date the material is due to be checked in at the lending library.

(l) The borrowing library should normally request a renewal before the item is due. If the lending library does not respond, the borrowing library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.
(m) All borrowed materials is subject to recall. The requesting library should respond immediately if the supplying library recalls an item.

(n) A library receives material intended for another library should contact the lending library and ask if the lending library wants the material returned or sent to the actual requesting library.

(o) The borrowing library is responsible for following the provisions of this and the current National Interlibrary Loan Code. Disregard for any provision may be reason for suspension of service by a lending library.

(p) The interlibrary loan materials should be returned to the library or headquarters library that sent the material so that all lending library records can be cleared.

(q) If a library wished to have a book placed on reserve in the event it is not available, the library should so state at the time the request is made and specify a date after which the book will not be needed.

(r) Any public library using STARS must provide interlibrary loan service to its patrons at no cost other than those charges imposed by the lending library. If possible, patrons should be notified of these charges ahead of time. If necessary to meet expenses, libraries may charge for postage or have a minimal interlibrary loan fee.

(5) ELIGIBILITY OF REQUESTS.

(a) 1. AVAILABLE ITEMS. Materials may be borrowed from another library if the materials do not conform to the borrowing library’s collection development policy and the demand is not so great that the library should consider purchasing the item rather than borrowing the item. Interlibrary loan should not be a substitute for collection development.

2. The lending library has the right to decide in each case whether a particular item should be provided and whether the original or a copy should be sent. These decisions may be determined by the nature of the material condition and the degree of local demand for the material requested. The library is not obligated to lend to libraries that refuse to follow the procedures in this code and the National Interlibrary Loan Code. Lending libraries should indicate a reason for no on the form.
3. APLS will make bulk loans on a specified subject when requested for special projects and extend periods upon request.

(b) UNAVAILABLE ITEMS. In general, libraries should not request the following items without checking the policies of the lending library or contacting the lending library first. NOTE: APLS lends all materials that are available except some reference titles and Alabamian when only one copy is owned.

1. Fiction and nonfiction that is in high demand

2. Library policy states they will lend new material that have been in publication less than six months

3. Reference materials

4. Rare books or books in fragile condition

5. Complete issues of periodicals. Note: APLS will lend some

6. Textbooks for courses

(c) A borrowing library should not request more material for any one user than can be reasonably used at one time. Libraries should have a policy statement concerning the number of active ILL requests patrons are allowed to have in process at one time.

(d) APLS will not do business or market surveys.

(e) APLS will not do genealogy research (How-do books are available).

(f) APLS will not provide answers to medical or legal questions that involve interpretation and advice.

(g) APLS will not provide antique and art appraisals Sources can be suggested).

(6) EXPENSES.

(a) Refund of postage or insurance is not required of libraries mailing books back to APLS. The borrowing library is responsible for return postage.

(b) When a book is received by insured mail, notation of the amount of insurance purchased should be made. The same
amount of insurance should be purchased when the book is returned.

(7) DURATION OF LOAN.

(a) Books from APLS are charged out for a period of 4 weeks. Renewals are accepted if there are no holds on the materials. If a library knows the material will be needed for an extended period, APLS will extend the loan period when requested.

(b) Borrowing libraries should honor the loan period of the library from which the material is requested.

Author: Harry G. Lensch