

## RESOURCE SHARING POLICY

### 1. Statement of Intent

- 1.1. The vision of providing barrier-free access to information for all Albertans has guided The Alberta Library since it was established by its members in 1997. This vision requires a commitment from each of its member libraries, as outlined in the TAL Articles of Association, to “[adopt] the principles of barrier-free access to Member resources and agreed that reciprocal access to collections will be enabled by [The Alberta Library.]”
- 1.2. Individual information needs require access to a range of material that is not available in any one library. One step toward achieving easy access for users to the collections of all member libraries is to continue eliminating jurisdictional barriers by enabling library users’ direct access to information services and the collections of all member libraries.

### 2. Definitions

- 2.1. Resource sharing includes:
  - 2.1.1. interlibrary loan/document delivery,
  - 2.1.2. on-site borrowing using the TAL Card,
  - 2.1.3. access to electronic collections where permitted by license agreements,
  - 2.1.4. on-site access to reference/information services and collections, and
  - 2.1.5. reference/research support and collaboration among library staff.
- 2.2. Primary user: An individual who has been issued a local library card by a member library.
- 2.3. Library Resources: Any material, regardless of format, that is held in a library’s collection (e.g. books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micro-materials, toys and games, kits, CDs and electronic databases).
- 2.4. Home library: A member library that issues users a library card to its primary users, including public libraries that are members of regional library systems.
- 2.5. Host library: a member library which is visited in person by a TAL Card user or virtually through TAL Online for the purpose of borrowing materials.

### 3. Autonomy

- 3.1. The Alberta Library resource sharing policy operates within a context of mutual respect and acknowledgement of the internal policies of its members. The Alberta Library also recognizes that member libraries have agreements with other institutions. Such agreements shall be respected.

### 4. Equity

- 4.1. Each member of The Alberta Library, regardless of size or type of library, shall have equitable access to resource sharing services.

## 5. Confidentiality

- 5.1. User confidentiality shall be protected and the exchange of information about customers limited to that which is required to provide service and in accordance with the Freedom of Information and Protection of Privacy Act and the Personal Information Protection Act.

## 6. TAL Online

- 6.1. Resources discoverable in TAL Online and normally loaned to a member's primary users must be requestable through TAL Online. Exceptions may be made for special collections (e.g. heritage material, archives, rare books, course reserve materials, e-readers, tools and equipment, etc.).
- 6.2. There will be no charges for users of TAL member libraries for requested resources from other TAL member libraries discovered through TAL Online (and other sources) except for those fees normally charged to primary users.
- 6.3. Primary users may be restricted to accessing e-resources licensed by their home library.
- 6.4. Catalogues must conform to generally accepted standards (e.g. MARC, OAI, RDA).
- 6.5. Public library catalogues and patron databases must be connected to a Public Library Network Node as defined in the Alberta Government *Public Library Network Policy* as a point of searching.

## 7. TAL Card

- 7.1. TAL Card users will normally be issued the TAL Card by their home library. Host libraries may issue a TAL Card to the primary user of another member library; verification of user identity and standing at the users' home library is at the discretion of the host library.
- 7.2. TAL Card holders shall have borrowing privileges equivalent to local users except where prohibited by licensing agreements. The host library will determine user type equivalencies (e.g. public library adult user = undergraduate student).
- 7.3. TAL Card holders must abide by host library lending rules.
- 7.4. TAL Card holders will not be charged a fee for borrowing materials from member libraries outside their home library.
- 7.5. Late fees and/or replacement costs will be applied to TAL Card holders as prescribed by host library policies and will be collectable by host libraries.
- 7.6. Borrowed materials can be returned at any member library in Alberta and these returns will be forwarded to the host library.
- 7.7. TAL Cards may only be issued to juveniles with the permission of the parent or guardian.

## **8. Information Services**

- 8.1. Primary users will be able to access information and reference services of host libraries, subject to the following:
- 8.2. Access may be subject to resource availability (e.g. staff availability) in the host library.
- 8.3. Notwithstanding item 1, primary users visiting host libraries will always be able to access basic information services (e.g. simple orientation to the library, referrals, and directional questions).
- 8.4. TAL Card holders will not be charged fees for information services beyond those charged to primary users.

*Approved: May 24, 2019 by the Board of Directors*

*- September 12, 2017 by the Board of Directors*

*Revised: May 24, 2019 by the Board of Directors*

*Reviewed: May 24, 2019 by the Board of Directors*

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