



Indiana Share Libraries Procedures

The Indiana Share (*IN-SHARE*) program allows libraries in Indiana without adequate staff manage resource sharing on their own to request interlibrary loan materials through the Indiana State Library (ISL) using ILLiad software.

Participation in the *IN-SHARE* service is limited to libraries designated by the Indiana State Library on the recommendation of the Indiana State Library Resource Sharing Committee.

I. Indiana State Library Responsibilities

- A. ISL staff is responsible for submitting all requests sent by *IN-SHARE* libraries, updating requests, and notifying *IN-SHARE* libraries of overdue, billing, damage notices, and any other activities related to ILL process in a timely fashion.
 - 1. All requests submitted will be completed within 2 business days of their submission.
 - 2. All requests will be processed by the *IN-SHARE* staff in the order in which they were received.
- B. ISL staff will attempt to request any item submitted by borrowing library with few exceptions.
 - 1. Requests for the loan of physical items which have been published in the last six months will not be processed, with some exceptions at the discretion of the *IN-SHARE* staff.
 - 2. ISL staff will attempt to request items from out of state only if requesting library agrees to pay postage and/or other related lending fees.

II. *IN-SHARE* Library Responsibilities

- A. All requests are to be submitted using the *IN-SHARE Worldcat Discovery* page (<http://indianasharelib.worldcat.org/>)
- B. All requests submitted by *IN-SHARE* libraries must be submitted accurately and following the guidelines set out in the [Interlibrary Loan Code for the United States](#) by ALA/ARUSA.
- C. All requests submitted by *IN-SHARE* libraries must include all of the required information on the request form, with any additional information added written in the notes section.

This information includes:

1. Title, author, publication date
 2. ISBN or ISSN, and OCLC number
 3. Loan type (article, loan) and document type (book, article, other)
- D. **IN-SHARE** libraries are encouraged to check Worldcat holdings for all requests before submitting a request. This can be done by clicking on *Libraries worldwide that own item*. Remember - The fewer the holdings attached to that record; the less chances of that request being filled.
- E. It is the responsibility of the borrowing library to submit requests accurately and to describe the item completely, following accepted bibliographic practice. The ISL staff relies on the information submitted to place each request.
- F. Each request should contain notes relevant to that individual request, such as postage, if applicable; audiovisual format, and special instructions such as Copy #1 of 12 for book club requests.
- G. All **IN-SHARE** libraries are required to update their requests in a timely fashion. These updates are done when an item is received, returned, not received, or lost/damaged.
1. Updates are an important part of the ILL process; failure to provide timely updates may cause a library to lose borrowing privileges.
 2. Ideally, updates should be submitted every time you receive a delivery from the InfoExpress courier. Updates should be submitted *at least* once per week.
 3. All updates should be sent using the Excel spreadsheet titled Item Status Report Form available on <http://www.in.gov/library/ishare.htm>.
 - a) Updates should be emailed to share@library.in.gov or faxed to 317.232.0002.
 4. Updates should contain only the transaction numbers needing to be updated since that last update was submitted.
 - a) Lists containing *previously submitted* transaction numbers mixed in with new updates will be returned to the **IN-SHARE** library for correction.
 5. Failure to provide timely updates, in good order, may result in a library's **IN-SHARE** privileges being suspended.
- H. The requesting library is responsible for the safe and timely return of all borrowed materials, as well for any loss or damage.

Question: Contact StatewideServices@library.in.gov or call 317-234-3697 or 1-800-451-6028

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