



GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

CATEGORY: Interlibrary Loan and Interlibrary
Cooperation
Appendix #7

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INTERLIBRARY COOPERATION POLICY OF THE PUBLIC LIBRARY SYSTEM

GENERAL: The library system is composed of five (5) libraries. These libraries are located in Agana, Agat, Barrigada, Dededo and Merizo.

The Nieves M. Flores Memorial Library in Agana is the main public library of Guam and is designed to serve the entire population of Guam. Thus, it supports the outlet libraries (Agat, Barrigada, Dededo and Merizo) in collection, personnel and other administrative needs.

The public library system is governed by a Board. The Guam Public Library Board consists of seven (7) members appointed by the Governor and confirmed by the Legislature. The Librarian (Territorial Librarian) is appointed Executive secretary of the Board and is the Executive Director of the public library.

The public library system will cooperate with other libraries on Guam and mainland libraries to share its resources.

It will arrange to incorporate or house other libraries' collections for the use of special constituents of these libraries (UOG and Community College) for a limited period of time which will be a semester or the duration of the 'classes.

It will circulate these collections according to the rules and regulations governing them.

It will make available statistical records on these collections.

It will provide the Community College or UOG with all overdue records of these materials.

The public library will reproduce copies from serial materials when requested by using libraries.

It will share its collections (such as book in general collection) on interlibrary loan for a period not longer than one (1) month.

It will lend microfilm for a period not longer than three (3) weeks.

It will lend reference materials for a period not longer than one (1) week.

AT NO TIME WILL MATERIALS FROM THE GUAM COLLECTION BE LENT FROM THE PUBLIC LIBRARY.

Using Libraries: The using library will deliver collections to the public library for the convenience of their students.

It will collect these collections for relocation at the end of each semester.

It will collect all interlibrary loan materials on a day agreed upon.

It will provide financial assistance for overhead cost beyond the public library's average total cost for operations.

It will provide personnel or financial assistance to the public library should the need arises for longer hours beyond the normal hours the public libraries are now open.

It will reimburse through replacement or financial arrangement, the public library for materials lost under interlibrary loan.