

Best Practices for Resource Sharing & Access

Note: Where possible, this Best Practice uses the Good, Better, Best, Aspirational terminology

Access to materials and resource sharing is a critical part of any shared print program and, in fact, should extend beyond it. Since resource sharing is an established practice internationally, shared print programs should follow documented best practices for their already established shared collections, including workflows. Both access and resource sharing within a shared print program should be defined in its MOU (see [Best Practices for MOUs](#)).

Each level of this Best Practice presumes all checks of any/all preceding levels, taking into account that resource sharing services may vary by program.

Best Practices for Programs

Better

- Resource sharing should be considered as a component of the shared print program.

Best

A shared print program should

- make sure that member libraries verify that materials are in a condition that enables circulation.
- encourage member libraries to follow the [Best Practice for Transferring Commitments or Materials](#) if a member copy is no longer in a condition that supports resource sharing and access.
- encourage member libraries to make sure that materials are discoverable and available for use across shared print programs when possible (See [Best Practice for Discovery and Disclosure of Items in Local Systems](#)).
- allow a member library to, if desirable, set local restrictions on an item's use within a borrowing library as needed for special collections, rare, and/or restricted access materials.

Aspirational

- Within legal limits, shared print programs should facilitate access to digital surrogates readily available through the first sale doctrine (CDL).

Table: Best Practices for Programs

Practice	Good	Better	Best	Aspirational
Resource sharing should be considered as a component of the shared print program.		X		
A shared print program should make sure that member libraries verify that materials are in a condition that enables circulation.			X	
A shared print program should encourage member libraries to follow the Best Practice for Transferring Commitments or Materials if a member copy is no longer in a condition that supports resource sharing and access.			X	
A shared print program should encourage member libraries to make sure that materials are discoverable			X	

and available for use across shared print programs when possible (See Best Practice for Discovery and Disclosure of Items in Local Systems).				
A shared print program should allow a member library to, if desirable, set local restrictions on an item's use within a borrowing library as needed for special collections, rare, and/or restricted access materials.			x	
Within legal limits, shared print programs should facilitate access to digital surrogates readily available through the first sale doctrine (CDL).				x

Best Practices for Members

Good

- Member libraries should recognize that resource sharing is considered as a component of its shared print program.
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Better

Member libraries should

- verify that materials are in a condition that enables circulation.
- follow the [Best Practice for Transferring Commitments or Materials](#) if a copy is no longer in a condition that supports resource sharing and access.
- ensure that materials are discoverable and available for use across shared print programs when possible (See [Best Practice for Discovery and Disclosure of Items in Local Systems](#)).
- set local restrictions on its use within a borrowing library as needed for special collections, rare, and/or restricted access materials if desirable, when lending a retention commitment.
- understand that the borrowing library is responsible for shared materials from the start of the transaction until the item is returned to the lending library and will take responsibility for replacing lost or damaged materials in compliance with the International Federation of Library Associations and Institutions' (IFLA) [International Resource Sharing and Document Delivery: Principles and Guidelines for Procedure](#) and/or the [Interlibrary Loan Code for the United States](#).

Best

- Member libraries should share reciprocally so there are no fees associated with accessing materials.

Table: Best Practices for Member Libraries

Practice	Good	Better	Best
Member libraries should recognize that resource sharing is considered as a component of its shared print program.	x		
Member libraries should verify that materials are in a condition that enables circulation.		x	
Member libraries should follow the Best Practice for Transferring Commitments or Materials if a copy is no longer in a condition that supports resource sharing and access.		x	

Member libraries should ensure that materials are discoverable and available for use across shared print programs when possible (See Best Practice for Discovery and Disclosure of Items in Local Systems).		x	
Member libraries should set local restrictions on its use within a borrowing library as needed for special collections, rare, and/or restricted access materials if desirable, when lending a retention commitment.		x	
Member libraries should understand that the borrowing library is responsible for shared materials from the start of the transaction until the item is returned to the lending library and will take responsibility for replacing lost or damaged materials in compliance with the International Federation of Library Associations and Institutions' (IFLA) International Resource Sharing and Document Delivery: Principles and Guidelines for Procedure and/or the Interlibrary Loan Code for the United States .		x	

Member libraries should share reciprocally so there are no fees associated with accessing materials.			x
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Resources

International Federation of Library Associations and Institutions' (IFLA) [International Resource Sharing and Document Delivery: Principles and Guidelines for Procedure](#) and the [Interlibrary Loan Code for the United States](#).

[First Sale Doctrine Wikipedia Page](#)

[Best Practices for Discovery and Disclosure of Shared Print Items in Local Systems](#)

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