COPPUL Policies and Practices for Resource Sharing

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1.0 Purpose

This document codifies and clarifies policies and practices relating to resource sharing among Council of Prairie & Pacific University Libraries (COPPUL) members and affiliates.

2.0 COPPUL Resource Sharing Community

The COPPUL Resource Sharing Community brings together library practitioners with roles supporting resource sharing activity within COPPUL member and affiliate libraries, as well as in the national and global context. The Community works together to promote resource sharing services in academic libraries by recommending policies and procedures, advancing and supporting emerging trends and addressing relevant copyright, licensing and delivery issues. For more information, see the Community's Terms of Reference.

2.1 Group Communications

To communicate and share information between COPPUL ILL practitioners, the COPPUL Resource Sharing Community will use the COPPUL RSC email list. It is recommended that all COPPUL ILL practitioners join this list along with any other COPPUL community member interested in resource sharing.

3.0 Interlibrary Loan Services

3.1 Definition

The sharing of library materials between libraries to fulfill patrons' needs for information resources and primarily consists of mailing library materials and document delivery of electronic copies that could include excerpts or articles to requesting libraries. Other requests could include the verification of bibliographic information with library holdings, providing tables of contents, and providing copies of missing pages in library material.

3.2 Local Source Preference

Borrowing returnables from local sources supports sustainable and expedited interlibrary loan services.

3.3 Cost

Interlibrary loan services are provided free of charge to COPPUL members and affiliates (see COPPUL website for more information on members and affiliates.) In addition, interlibrary loan services are provided free of charge to libraries included in the Canadian Academic Libraries Resource Sharing Agreement.

4.0 Request Handling

4.1 Request Submissions

COPPUL members and affiliates will provide reasonable methods for other COPPUL members and affiliates to submit requests either within or external to interlibrary loan systems (i.e. web form, email).

4.2 Processing Time

Lending libraries have up to four (4) working days from receipt of request to respond with a cancellation/conditional message or to fill the request. It is understood that this may not always be possible at all libraries given local circumstances. Borrowing libraries should wait four (4) working days after a request has been sent to request a status check if the borrowing library has not received a response from the lending library.

4.3 Lending Library Loan Periods and Renewals

The minimum loan period to the borrowing library is ten (10) weeks from the date the lending library confirms that the item is being provided. Renewals are subject to the lending library's policies and procedures. All loans are subject to recall.

4.4 Shipping/Delivery Methods

4.4.1 Returnables

The lending library will usually send returnables by Canada Post Library Book Rate, or other shippers preferred by the lending library, and include a pre-paid return shipping label with the item.

Every effort should be made to see that all paperwork sent by the lending library is returned to the lending library along with the loaned material.

The borrowing library is responsible for the tracking and timely return of materials.

If materials are lost at any point after initial shipment from the lending library, the borrowing library is responsible for the replacement costs. The lending library will bill the borrowing library for lost items per the lending library's policies. If the patron is at fault, it is up to the borrowing library to recover costs from the patron.

4.4.2 Non-returnables

The lending library will provide the best copy possible. The preferred format for non-returnables is a digital, accessible, machine-readable format which allows for searching, copying, editing, highlighting, and text-to-speech functionality within the document.

All document delivery requests are subject to license agreements and/or current Canadian copyright law.

4.5 Special Conditions – Non-Circulating, Rare and Special Materials

The borrowing library must adhere to the terms and conditions set by the lending library.

5.0 Copyright & Licenses

Library material that is reproduced, in part or in whole, is done so in accordance with the institution's copyright guidelines, or the institution's licenses.

6.0 System Interoperability

While participating libraries commit to advocating for the interoperability of current and future resource sharing interlibrary loan systems and protocols, they reserve the right to use any interlibrary loan and/or document delivery system or software to request, transmit, and provide resource sharing services.

7.0 Statistics

COPPUL members and affiliates will contribute data on borrowing and lending within the consortium annually. These data are submitted to and accessed from a central network location accessible to all Resource Sharing Community members.

Annual calls for data submissions, and subsequent communications as needed to ensure completeness of consortial data, are made by the Resource Sharing Community Chair or Co-Chairs. The COPPUL Office will retain these data indefinitely to support analyzing and demonstrating long-term trends.

7.1 Timeframe

Data is collected annually for the April 1 to March 31 period.

7.2 Data

COPPUL members and affiliates will report borrowing and lending data for loans and copies requested from libraries within the Consortium.

8.0 Other Resource Sharing Agreements

8.1 Local Agreements

COPPUL members and affiliates may have resource sharing agreements in their local area (e.g. region, province, etc.), which may supersede this agreement.

8.2 Canadian Academic Libraries Resource Sharing Agreement (CAL-RSA)

The four regional Canadian academic library consortia, COPPUL, OCUL, PBUQ and CAAL-CBPA, have committed to a national agreement governing resource sharing activity among the consortia.

Approved by: COPPUL Board of Directors

Approved on: 18 September 2026