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University Libraries Sharing Policy

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I. REASON FOR THIS POLICY

This policy describes the guidelines and procedures for University Libraries' resource sharing services.

II. STATEMENT OF POLICY

Resource sharing services support the research, academic, and healthcare needs of the University of South Dakota (USD), Wegner Health Sciences Library partners, and South Dakota IDeA Networks of Biomedical Research Excellence (SD INBRE). The purpose of resource sharing services is to provide access to resources as requested by library users and to supplement materials that University Libraries does not own or license.

III. DEFINITIONS

University Libraries: Includes I.D. Weeks Library and Wegner Health Sciences Library.

Resource sharing: Refers to the broad library managed services, such as interlibrary loan and article on demand services, that provide users with access to resources not available in University Libraries' collections. It also includes the service of delivering materials held in University Libraries' collections to affiliated users.

Interlibrary loan: The process by which a library requests materials from or supplies materials to another library.

Borrowing Library: A library that requests materials from another library via interlibrary loan.

Lending library: A library that provides materials from their collections to other libraries via interlibrary loan.

Affiliated Users: University of South Dakota faculty, staff, and students, or users affiliated with Wegner Health Sciences Library partners or South Dakota IDEa Networks of Biomedical Research Excellence (SD INBRE).

Non-affiliated users: Anyone not a University of South Dakota faculty, staff, or student wishing to make use of the resource sharing services.

IV. PROCEDURES

General Guidelines

University Libraries provides resource sharing services to current USD students, faculty, and staff, Wegner Library partners, and SD INBRE. University Libraries also provides resource sharing services for the McKusick Law Library and the USD-Sioux Falls campus.

Materials that can be requested from other libraries through interlibrary loan include:

- Physical materials such as books, DVDs, and other media
- Electronic materials such as electronic copies of articles and book chapters

University Libraries will consider alternative access options for any items unavailable through resource sharing services or library research databases.

University Libraries also lends materials to other libraries through interlibrary loan.

University Libraries reserves the right to decide whether to lend a specific item based on condition, format, item location, or license restriction. University Libraries do not lend physical materials outside of the continental United States.

Fees

University Libraries generally provides resource sharing services to affiliated users at no cost. University Libraries will cover the cost of obtaining access to materials on behalf of the user, if approved by the Dean of Libraries or designee. If the Dean of Libraries or designee will not waive the cost of obtaining the materials for the user – typically those cases when the cost of obtaining an item exceeds \$50.00, University Libraries will notify the user of the actual cost of obtaining the item. If the user will accept responsibility for the actual cost of

obtaining the item, University Libraries will fulfill the request. University Libraries reserves the right to deny a request. Non-affiliated users requesting materials via University Libraries will be charged the currently approved fee for use of services and will be responsible for any charges incurred from the lending library.

University Libraries will cover any postage or shipping cost associated with the return of the borrowed item between University Libraries and the lending library.

User Responsibilities

The user is responsible for the return to University Libraries of any material that needs to be returned to a lending library. Material may be returned (dropped off) at the I.D. Weeks Library, Wegner Library, or the Library Support office at the USD-Sioux Falls campus. If not returned at one of the above locations, any postage or shipping cost incurred in returning the item to University Libraries is the user's responsibility.

Materials obtained through resource sharing are meant for individual research and study and should not be shared with others, used for profit, or placed in a learning management system.

Physical items obtained through interlibrary loan must be returned by the due date unless a renewal is granted by the lending library.

In accordance with the fee structure approved by the South Dakota Board of Regents, University Libraries users will be responsible for any fees related to physical materials returned in a damaged condition, materials not returned in a timely manner, or for physical materials not returned.

Guiding principles

University Libraries conducts resource sharing procedures in accordance with current U.S. copyright law, the American Library Association (ALA) Interlibrary Loan Code for the United States, the International Federation of Library Associations and Institutions (IFLA) Principles and Guidelines for Procedure, and other established best practices.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[University Libraries](#)

[University Libraries Copyright LibGuide](#)

[I.D. Weeks Library Website](#)

[Wegner Library Website](#)

[Wegner Library Interlibrary Loan LibGuide](#)

[SD INBRE/SD BRIN LibGuide](#)

[USD-Sioux Falls LibGuide](#)

[USD Interlibrary Loan Reciprocal Agreement Request Form](#)

[National Commission on New Technological Uses \(CONTU\) Guidelines](#)

[Association of Research Libraries \(ARL\) Beyond CONTU](#)

[ALA Interlibrary Loan Code for the United States](#)

[ALA Interlibrary Loan Request Form](#)

[IFLA Resource Sharing Procedure](#)

[OCLC Resource Sharing Technology, Protocol, and Participating Institutions](#)

[DOCLINE Guidelines](#)