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PA Department of Education
Commonwealth Libraries
Bureau of State Library

Subject: Bureau of State Library SCI Interlibrary Lone Lending Policy	Effective Date: [Month Day Year]
By Direction of Caryn J. Carr Director, Bureau of State Library _____ Signature and date	Distribution: Bureau of State Library Bureau of Library Development Commonwealth Libraries Administrative Office PA State Correctional Institutional Libraries

Bureau of State Library Interlibrary Loan Lending Policy
Pennsylvania State Correctional Institutions

PURPOSE: To establish an interlibrary loan lending policy with the Pennsylvania State Correctional Institutions related to legal materials

SCOPE: Applies to all interlibrary loan lending requests for legal materials from Pennsylvania State Correctional Institutional Libraries

PROCEDURE:
Starting *July,* 2006 the State Library of Pennsylvania will only fill requests for photocopies of legal materials. No materials will be loaned. This is a document delivery service with no fees and no charges for photocopies.

Requests for materials that are owned by Pennsylvania State Correctional Institution libraries such as:

- Materials listed in the AccessPA Database
- Legal reference materials, which are listed in Management Directive DC-ADM 007 attachments A, B and C.
- Materials included in West Law CD ROM Legal Premise database

must be routed to other correction libraries before the requests are sent to the State Library. This routing system is in compliance with the Pennsylvania Interlibrary Loan Code. All requests received by the State Library for SCI mandated collections will be returned unfilled.

It is recommended that frequently requested materials be kept on file in the institutional library and that such materials be shared among the other Pennsylvania correctional libraries.

All requests must be submitted through the institutional library and verified and approved by the Correctional Librarian or the librarian's designee in his/her absence. A request received directly from an inmate will be returned unfilled.

All requests must be submitted on an ALA form, an Access PA form, a 3-part custom-designed interlibrary loan form or electronically. All applicable copyright compliant blocks must be checked. An incomplete request will be returned unfilled.

Only one citation should be submitted per interlibrary loan form. A request with multiple citations will be returned unfilled. Only printed and legible citations will be filled.

The State Library will copy up to 35 pages per citation. Should a request be more then 35 pages an additional request should be submitted.

As per Pennsylvania Department of Corrections Policy Statement DC-ADM 007 the State Library will accept a maximum of three photocopy requests per week per inmate regardless of housing unit or status in the facility.

The State Library acknowledges it is the responsibility of the Correctional Library staff to provide reference and research services.

Legal research instruction classes will be offered periodically to the Correctional Library staff.

The Bureau of State Library staff will, through progressive notification, first alert the institution's corrections librarian and then the school principal of any issues regarding the application and enforcement of this policy. Major policy concerns will be resolved through discussions with the Office of the Assistant to the Secretary of the Department of Corrections in accordance with their request.

This policy will be subject to periodic review in accordance with bureau policy.