

## NEW ZEALAND INTERLOAN SCHEME CHARTER

Interloan is a national resource-sharing co-operative for libraries to share their collection resources in order to enhance access to information for the benefit of their own customers/clients, and the people of New Zealand. It is based on values of customer focus, access, fairness, co-operation and sharing.

### 1. Charter Conditions

Libraries that participate in Interloan on a full resource-sharing basis as both supplier and requester, for the purposes set out above, agree to:

#### a. As Supplier:

- (i) add and maintain accurate holdings statements on the National Union Catalogue (as represented by Te Puna);
- (ii) supply/lend collection materials wherever possible;
- (iii) comply with s.50-56 and all other relevant sections of the Copyright Act 1994;
- (iv) dispatch the majority of requested items within 72 hours (3 working days) or, if this is not possible, respond to the requesting library within 48 hours (2 working days) of receipt of a request.

#### b. As Requester:

- (i) take due care and responsibility for all items borrowed;
- (ii) return or renew items by the due date;
- (iii) pay all charges levied by the supplying library in the form and timeframe required by the supplying library.
- (iv) pay IBS invoices by direct debit within the timeframe specified.

Libraries which agree to this Charter, pay the annual registration fee and continue to comply with the Charter shall be members of the Interloan Scheme (jointly administered by the National Library of New Zealand and the Library and Information Association of New Zealand Aotearoa) for the purposes of the Copyright Act 1994 and of the Copyright (General Matters) Amendment Regulation 1995 or 1998.

### 2. Monitoring

The following aspects of Charter membership will be monitored:

- a. There will be annual verification that holdings are being reported. Non-compliance may result in cancellation of a Library's Charter.
- b. Information on average turnaround times for each Charter Library that uses the Te Puna Interloan module will be produced annually.

- c. Libraries which fail to institute and maintain a direct debit facility to pay IBS invoices will be prevented from using IBS.

### 3. Guidelines for Requesting

In the interests of minimising work for suppliers, libraries are encouraged to meet or work towards the following general requirements for requests. The rights of supplying libraries in response to such requests are indicated:

- a. Requesters are encouraged to use standards-compliant electronic request systems (ISO 10160: 1997; 10161-1: 1997 & 10161-2: 1997) e.g. Te Puna Interloan, wherever possible.

Supplying Libraries may either:

- (i) accept manual and non-compliant electronic requests and proceed as usual; or
- (ii) accept manual or non-compliant electronic requests but negotiate a price differential for them; or
- (iii) refuse to accept manual or non-compliant electronic requests.

- b. Requesters are expected to provide sufficient, accurate bibliographic details for all requests wherever possible.

Supplying Libraries may either:

- (i) accept incomplete requests and proceed as usual; or
- (ii) negotiate a higher charge for any extra bibliographic work required; or
- (iii) reserve the right to give incomplete requests low priority, or
- (iv) refuse to accept requests with incomplete bibliographic details and return them to the requester.

- c. Supplying libraries may refuse to supply items to libraries which fail to make payments on time.

Agreed on behalf of \_\_\_\_\_ Library

Signed: \_\_\_\_\_ Library Manager

Print \_\_\_\_\_ Library Manager

\_\_\_\_\_ Library Address

Date: \_\_\_\_\_

#### Annual Registration Fee

Member of LIANZA

NO FEE

Return to: **LIANZA**  
**PO Box 12-212**  
**WELLINGTON**

Non-Member of LIANZA

\$150.00 + GST