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| Existing ASERL-WRLC Reciprocal ILL Agreement  Original Proposal Adopted: September 1993;  Revised: March 2003, January 2013, December 2016 [Effective as of January 1, 2017] | **Draft Proposed Revision / “Model” Language** |
| ASERL AND WRLC RECIPROCAL BORROWING PROGRAM  Participating Libraries   * Listing by OCLC Symbol * Listing by State/OCLC Symbol * Listing by State/Inst/OCLC Symbol   Overview  Throughout their histories, ASERL and WRLC have been committed to improving resource sharing in the Southeast. This commitment has been demonstrated through such activities as the founding of SOLINET, obtaining grant funding to support massive retrospective conversion of cataloging records, providing a forum for the regular exchange of ideas and information, and many others. In 1993 ASERL launched a program to promote reciprocal interlibrary loan service among member libraries. In 1991 WRLC implemented its first reciprocal borrowing policy allowing patrons to borrow materials from any member library, via ILL or in person. In 1999 WRLC introduced its Consortium Loan Service software to provide unmediated requesting of materials among the WRLC libraries through WRLC’s union catalog. These plans have significantly facilitated borrowing and lending of materials in as simple and equitable a manner as possible.  In early 2013, ASERL and WRLC signed a partnership to expand resource sharing among the member libraries of each consortium. As a result of this agreement, as of February 1, 2013 ASERL and WRLC libraries provide no-fee, priority service to each other’s resource sharing requests.  Agreement Guidelines:  Eligibility: Participation in this program will be limited to ASERL member libraries, WRLC partner universities, ASERL Program Affiliates, and other partners with which ASERL and WRLC have jointly completed written agreements for this program.  Protocol:   1. The Interlibrary Loan Code for the United States (<http://www.ala.org/rusa/guidelines/interlibrary>) will be followed. 2. Participants will make good faith efforts to begin processing all lending requests within 24 hours of receipt. 3. When a library cannot fill a request, they shall decline as quickly as possible utilizing OCLC’s “Reasons for No.” 4. Participants will send/ship items as quickly as possible, generally within two days of receipt of the request. Participants acknowledge that items located in branch libraries, remote storage, and other offsite locations can require more time to be retrieved and sent to the borrowing library. 5. The program requires no ILL fees, no overdue fines, and no postage fees. However, if an item is not returned to the lending library within 8 weeks of the due date, the lender may charge the borrower for replacement costs and/or processing fees. Further, if damage or loss occurs, the lender may request replacement or compensation. 6. The note “ASERL-WRLC” must be entered in the in the affiliation field of the OCLC ILL, DOCLINE, and ALA request forms. Requests that are not so noted may be subject to other terms of service, including assessments of regular ILL service fees. 7. Items will be loaned for a minimum of 8 weeks. Non-standard items (e.g., DVDs, newly-released items, etc.) may be subject to shorter loan periods at the lender’s discretion. 8. The borrowing library is responsible for any returnable material from the time it is shipped to the borrower until it is returned to the lender. 9. Borrowers will make a good faith effort to return materials on time. Extenuating circumstances should be promptly communicated to lenders. 10. Returnable items are expected to be returned to the lending library with 3 weeks of the due date. Lenders will promptly notify borrowers when an item is not returned within 3 weeks of the due date. Items that are long overdue should be returned to the lender via expedited delivery. 11. If an item is lost/damaged during shipment and a commercial delivery firm is responsible for reimbursement for losses in transit, the shipping library will make good faith efforts to secure payment from the commercial delivery firm and apply the payment toward the replacement costs as appropriate. 12. All materials lent through this agreement are subject to recall by the lender and must be returned as soon as possible via expedited delivery. Failure to provide timely returns may result in loss of borrowing privileges. 13. When scanning, the supplying library should provide a copy that closely reproduces the original article or chapter in appearance, legibility, and completeness with appropriate attention paid to image color and clarity, margins, page orientation, and any accompanying references, plates, or appendices. 14. The lending library will endeavor to provide rush service when such service is requested by the borrower via telephone or email. | No-Fee Reciprocal ILL Agreement  Draft: September 29, 2020  [CONSORTIUM 1] AND [CONSORTIUM 2] RECIPROCAL BORROWING PROGRAM  Participating Libraries   * Listing by OCLC Symbol * Listing by State/OCLC Symbol * Listing by State/Inst/OCLC Symbol   Overview  {Provide a brief description of the history of the partnership and agreement, including the timeline.}  Guiding Principles   * Eligibility: Participation in this program will be limited to Consortium 1 member libraries, Consortium 2 member libraries, and other partners with which Consortium 1 and Consortium 2 have jointly completed written agreements for this program. * This agreement only covers interlibrary loan transactions between members of the consortia listed above. **It is an agreement intended to supplement your primary lending partners.** It includes both returnable and non-returnable lending. * The Interlibrary Loan Code for the United States (<http://www.ala.org/rusa/guidelines/interlibrary>) will be followed whenever appropriate.   Protocol:   * Participants should not charge each other for ILL services. However, if an item is not returned to the lending library within 8 weeks of the due date, the lender may charge the borrower for replacement costs and/or processing fees. Further, if damage or loss occurs, the lender may request replacement or compensation. * The Copyright Law of the United States (Title 17, United States Code) allows the making of photocopies and other reproductions of copyrighted materials for interlibrary loan. Participants must comply with Federal copyright law and other applicable state and Federal law in interlibrary loan transactions. * Participants should have and use a secure document transmission system. * Participants will make good faith efforts to begin processing all lending requests within 24 hours of receipt. * When a library cannot fill a request, they shall decline as quickly as possible utilizing “Reasons for No.” * Participants should maintain their current information in their OCLC Policies Directory record(s), including supplier status updates. * Participants should maintain accurate constant data, including email and shipping addresses. * Participants will send/ship items as quickly as possible, generally within two days of receipt of the request. Participants acknowledge that items located in branch libraries, remote storage, and other offsite locations can require more time to be retrieved and sent to the borrowing library. * The note “Consortium 1-Consortium 2” must be entered in the affiliation field of the ILL request forms. Requests that are not so noted may be subject to other terms of service, including assessments of regular ILL service fees. * Items will be loaned for a minimum of 8 weeks. Non-standard items (e.g., DVDs, newly-released items, etc.) may be subject to shorter loan periods at the lender’s discretion. * Borrowers will make a good faith effort to return materials on time. Extenuating circumstances should be promptly communicated to lenders. * Returnable items are expected to be returned to the lending library within 3 weeks of the due date. Lenders will notify borrowers when an item is not returned within 3 weeks of the due date. Items that are long overdue should be returned to the lender via expedited delivery. * All materials lent through this agreement are subject to recall by the lender and must be returned as soon as possible via expedited delivery. Failure to provide timely returns may result in loss of borrowing privileges. * The lending library will endeavor to provide rush service when such service is requested by the borrower via telephone or email. * For all interlibrary loan policies not specified above, the Interlibrary Loan Code for the United States (<http://www.ala.org/rusa/guidelines/interlibrary>) will be followed whenever appropriate. |