DALNET BOARD MINUTES

September 30, 1993
Macomb Community College

PRESENT: Jean Curtis DPL Peter Spyers-Duran WSU
Fran Young WCC Michele Klein Children's Hosp
Kul Gauri MCC Deborah Adams Botsford Hosp
Dick Bear OLL Sandra Martin Harper Hosp
Judy Murray OCC Joan Smith Beaumont Hosp
Sue Frankie OU Gloria Ellis Walsh

GUESTS: Louise Bugg WSU/DALNET Systems Office
Bob Harris WSU/DALNET Secretary/Treasurer
Jerry Bosler MCC - Access Committee

MINUTES: Motion was made and seconded to approve minutes of
February 24, 1993 meeting. K. Gauri asked for a clarification
regarding the committees: that the Access and Budget committees
report directly to the Board and that the other committees report
through the DALNET Systems office. Motion passed.

DALNET Brochure: An updated version is available.

PACLoan at DALNET: Software is expected to be released December
1993. The module will be tested between WSU and OU.

COMMITTEES: Serials will be added to the Acquisitions committee name
since they are so closely associated. DALNET Systems office will
distribute the policy documents from the committees.

ACCESS COMMITTEE REPORT: J. Bosler presented the DALNET library
directory. He indicated that the Committee does not have any
specific recommendations at this time. They envision approaches
such as tiers of like institutions, bi-lateral agreements.
Committee members have made overtures to and had informal
discussions with other entities in Michigan regarding access
agreements and issues. Institutions participating in the
DALNET/NOTIS LMS system have relationships with other libraries and
Michigan residents. Programs such as MichCard are good for DPL but
not for Children's Hospital; WSU/MSU/UM have agreements that don't
impact on all DALNET members. Funding for ILL service is currently
handled with bi-lateral agreements such as that between WSU and OU
based on fee for service. Others have or are negotiating similar
arrangements. The committee asked the Board to provide direction.
Board requested that the directory be kept up to date and that the
committee continue to monitor agreements. The PACLoan test between
WSU and OU may raise policy issues. Motion was made, seconded and
passed that access issues affecting all DALNET members be brought to
the Board for consideration and action. J. Bosler asked that
DALNET members submit expectations for expanded access to the
committee. The Board expressed thanks for the committee's efforts.

OPERATING BUDGET: The budget for FY 95 was distributed. A chart
showing operating figures by category for fiscal years 90 through 95
was included. It showed that after two years of double digit increases, FY 95 will be only a 4.68% increase. Each libraries' operating budget includes prorated Quikreports maintenance. PACLoan maintenance fees will be due in FY 95, but as it is an optional module it was not included in these figures. An accompanying chart showed allocation of operating costs by library for fiscal years 90 through 95. A chart "DALNET Equipment Replacement Plan" shows a the members' schedule of payments from FY 93 through FY 99, based on their stated preference.

MDAS Budget 1994/95: Schedules for allocation of MDAS costs including MDAS software and WILS file loader maintenance for FY 94 and FY 95 were included. WSU is paying 50% of these expenses; the balances are prorated to ten members using this optional module. Motion was made and seconded to accept the FY 95 operating budget and MDAS expense allocation as presented. Passed.

Invoices for FY 94 will be mailed after October 1st, the beginning of the FY.

NEW MEMBERS: Remaining members of the Detroit Medical Center (2 are in DALNET) will join. DIA will be treated as a special collection and WSU branch. The WSU University School with 300+ students has a LUIS terminal. Students are being registered at DPL and encouraged to use the DPL branches.

MDAS: H. W. Wilson representatives will visit DALNET next week. Transaction load and simultaneous users are factors being considered for pricing structure. Members are asked to express their intentions with regard to interest in databases to aid in negotiations with vendors. NOTIS' Horizon product (a replacement for LMS based on lan architecture) will be considered but implementation is down the road. InfoShare, an alternative architecture for mounting and accessing databases now running under MDAS is a more imminent possibility.

ELECTION OF DALNET OFFICERS: Results of the experiment with secret ballot for nominations were presented. Discussion about the procedure ensued. Some members thought people should be allowed to decline; others thought no. Members suggested that write-ins be allowed. Motion was made, seconded and passed to accept the ballot as presented. Motion was made and seconded, that nominees who had not served in the past, in the positions for which they were nominated, be elected by acclamation. Passed. Election results:

Chair - Sue Frankie OU
Vice Chair - Judy Murray OCC
Secretary - Sandra Martin - Harper Hospital

It was agreed to use the same election procedure next year.

NEXT MEETING: Date was not set.

ADJOURNMENT: Meeting was adjourned at Noon.

Recorded by: Judith A. Murray
DALNET BOARD MEETING
Thursday, September 30, 1993, 9:00 A.M.
Macomb Community College, South Campus, K Bldg. Room # 341

AGENDA

1. Approval of Agenda

2. Approval of Minutes of Feb. 24, 1993 meeting (Attachment A)

3. Discussion of Reports
   a) Report from Central Site (Attachment B)
   b) Reports from and charges of Committees (Attachment C)

4. DALNET Access Committee Report -- Bosler and Condic (Attachment D)

5. Operating Budget for 1994/95

6. MDAS Budget for 1994/95

7. Long Range Planning --

8. Status of new and prospective DALNET members

9. Election of the 1993/94 DALNET Board Officers

10. Other business

11. Next Meeting date

It is important that all members attend the meeting as we will be discussing the 1994/95 budgets.

Lunch to be hosted by the Macomb Community College at 12:00 noon. in K Bldg. Room 317.

Enclosures: Minutes of 2/24/93
Map of South Campus
Memorandum

TO: Kul Gauri, Chair, DALNET Board
FROM: Louise Bugg
SUBJECT: DALNET Committee Charge Statements
DATE: September 10, 1993

As requested by the Board for their review, the proposed charge statements written by our five DALNET Committees are enclosed.

Included are charge statements for:

1. Access Task Force
2. Acquisitions Standards Committee
3. Circulation Standards Committee
4. Database Standards Committee
5. Screens Committee

If you need further information for the Board, please let me know.

cc: P. Spyers-Duran

LB93-284
DALNET Circulation Standards Committee

Charge

The DALNET Circulation Standards Committee is responsible for the shared elements of the circulation module, including:

- developing and recommending standards for shared databases as they relate to circulation;

- determining specifications and priorities for the circulation module's statistical and management reports; and

- recommending policies for implementing automated circulation in a consortium environment.

Committee recommendations will be submitted for Project Managers review and Board approval. After Board approval, the Committee is responsible for procedures to implement and disseminate the standards and policies, as needed.

May 7, 1993
DALNET Access Task Force
Statement of Charge and Purpose
Ver 2.0
August 25, 1993

MISSION:

The DALNET Access Task Force is responsible for formulating and recommending access policies and procedures among the DALNET libraries. The Task Force is responsible for examining all aspects of this mission, including current and future policies and services.

GOALS:

- Review and report in an organized fashion the current access policies and mechanisms that exist among DALNET members, this shall include but is not limited to, ILL, Reciprocal Circulation, and Infopass.

- Review the intracampus loan portion of the NOTIS PacLoan software. Identify policy and implementation considerations regarding the DALNET installation of this system. Develop a document for the DALNET Board outlining how this system should be implemented, including any changes to DALNET ILL policies.

- Review the issue of reciprocal interlibrary loan among the DALNET libraries and make recommendations to the DALNET Board regarding policy and procedure changes necessary to improve access.

- Review the issue of reciprocal circulation among the DALNET libraries, and make recommendations to the DALNET Board regarding any changes to the current practices necessary to improve access.

- Review and make recommendations about the reimbursement of DALNET libraries that become net lenders based upon the proposed changes to interlibrary loan and circulation practices.

- Investigate the issue of state funding for DALNET access services and make recommendations to the DALNET Board regarding possible projects that should be pursued at the state level.
TO: Louise Bugg
FROM: Barbara Heath

SUBJECT: Proposed charge for the DALNET Acquisitions Standards Committee

DATE: July 15, 1993

CHARGE FOR THE DALNET ACQUISITIONS STANDARDS COMMITTEE
(Approved by the Committee 7-14-93)
revised 7-21-93 bh

NOTIS Acquisitions/Serials module records and files include the following:
- Order/Pay/Receipt record
- Vendor file
- Fund record
- Copy holdings record
- MARC holdings record
- LSER files (new with release 5.1)

The DALNET Acquisitions Standards Committee is charged with the following:

1) to propose and review standards for Acquisitions shared online files

2) to propose and review standards for other (unshared) Acquisitions records created and used by all DALNET libraries

3) to propose and review standards for consistent LUIS displays from all relevant Acquisitions records

4) to assist the Systems Office in testing new NOTIS releases and enhancements related to Acquisitions when asked to do so

5) to review, and recommend use of, new Acquisitions module enhancements, such as CheckMARC

6) to communicate to all DALNET staff matters relating to the Acquisitions module

7) to review NOTIS reports related to Acquisitions processes; to recommend new reports and establish priorities for their development

8) to sponsor DALNET Acquisitions users' meetings
Committee recommendations will be submitted for Project Managers' review and Board approval. After Board approval, the Committee is responsible for procedures to implement and disseminate the standards and policies, as needed.
DALNET Database Standards Committee

CHARGE

The DALNET Database Standards Committee shall be responsible for establishing and monitoring compliance to those standards which determine content and quality of the DALNET database. The Committee will be responsible for the determination of:

. which bibliographic, holdings (copy, item and MARC Holdings), and authority records must be created;
. the required and optional data in each record; and
. the processes by which these records may be manipulated.

The Committee is also responsible for the following:

. assisting in the review, selection, and evaluation of products and enhancements which support bibliographic and authority control activities;
. establishment and monitoring of necessary communication paths to insure that all needed modifications to the DALNET database are made in a timely manner; and
. sponsoring those activities deemed necessary for the continuing education and networking of cataloging and authority control personnel in the DALNET libraries.

Committee recommendations will be submitted for Project Managers' review and Board approval. After Board approval, the Committee is responsible for procedures to implement and disseminate the standards and policies, as needed.

July 22, 1993
DALNET SCREENS COMMITTEE

CHARGE

The DALNET Screens Committee is responsible for writing, installing, revising, and monitoring the use of the shared NOTIS OPAC and MDAS online screens, taking particular interest in:

• those elements which can be controlled/changed through the NOTIS lsys/msys/nsys transactions;

• establishing an acceptable consistency in screen language;

• establishing an acceptable consistency in screen design;

• serving as a communication path to consortium members and users for all issues pertaining to online screens.

Committee recommendations will be submitted for the Project Managers' review.

Submitted by W. Kane, Chair
8/27/93
WSULS/DALNET SYSTEMS OFFICE
NOTIS STATUS REPORT

September 1993

A. Accomplishments of the WSULS/DALNET Systems Office --
June-September 1993

1. Installed NOTIS LMS Release 5.1/MDAS 1.3/GTO 3.1 on
July 17-18, 1993; reinstated "hook to holdings" between
citation databases and serials holdings in LUIS.

2. Installed ERIC (current) database in MDAS/LUIS PLUS to
be available at WSU the week of September 20, 1993.


4. Completed fiscal year close for OU and OCC in late
June/early July.

5. Completed test of bill/fine file purge for DALNET
Circulation Standards Committee review in September.

6. Completed evaluation of NOTIS CheckMarc predictive
serials checkin with DALNET Acquisitions Standards
Committee. Botsford Hospital volunteered to be DALNET's
Pilot library for this new capability.

7. Completed WSULS's report of holdings by call number
range, incorporating the Dewey to LC translation, to the
North American Title Count in July 1993; shared the
program with our MRLT partners.

B. DALNET Project Status as of September 1993

1. Walsh College -- on target for loading their database
into LUIS by the end of September; equipment being
installed at Walsh.

2. QuikReports -- tests of all available reports are being
run for review by DALNET Committees at their September
meetings.
WSULS/DALNET Systems Office
NOTIS Status Report
September 1993
Page 2

3. PACLoan -- ordered RS6000 equipment for the TAG needed to implement PACLoan; received TAG software from NOTIS; held initial installation planning meeting with WSU Computing staff.

--waiting for NOTIS to release "final" version of PACLoan software for the mainframe and ILL staff workstations.

--initiated installation of Ethernet in WSU library buildings and OU Kresge Library. WSU and OU will then be able to pilot PACLoan.

4. CheckMarc (Predictive Serials Checkin) Pilot -- in planning stages for Botsford to convert their serials to the predictive, pattern database system this fall for checkin to begin in January.

C. NOTIS Performance

Slow response time is anticipated as we hit the fall system load in late September/early October.

1. Cache Analysis -- IBM is helping us analyze improvements to disk input/output with the addition of cache storage to our disk controller. Data will be collected in September and the analysis completed in October.

2. CPU Performance -- CPU utilization went down in August, our second lowest month of the year. Only 15% of the time was the cpu operating at 60-100% capacity. The load this fall will be monitored closely.

D. Projects for 1993/94

See attached list of the projects currently planned for 1993/94.

Submitted by,

Louise Bugg
September 14, 1993

LB93-293
KC
WSULS/DALNET

Automation Projects 1993/94

1. WSU Campus Wide Information System
   - Gopher Pilot install hardware/software Sept./Oct.
   - load data/create menus Nov./Dec.
   - test with users Jan./Apr.
   - evaluate/report May/June

2. MRLT PACLink Grant Project (if funded) Oct.'93 - Dec.'94

3. DALNET
   - Walsh College
   - QuikReports
   - PACLoan (when software released by NOTIS)
   - CheckMarc Pilot (Botsford)

4. NOTIS LMS and WSU
   - Release 5.1.1
   - DIA
   - Reuther Archives Title IIC grant support
   - University Public School
   - WSU Medical School SIC catalog
   - GFO/CIS projects

5. MDAS/LUIS PLUS
   - Release 1.3.1 (download/print)
   - ERIC and ERCB (backfile)
   - SASI database
   - Business and Company Profiles (IAC)

6. Hardware/Software/Networks
   - CICS 3.1 or 2.1 decision
   - CPU upgrade (memory and MIPS)
   - Disk upgrade/additions
   - Ethernet connections for WSU and OU library buildings
   - New software releases for VPS/VMCF, Abendaid, TMON
   - Upgrade VTAM to Release 3.4
   - MVS maintenance/service
   - Tape drives on 9121; batch scheduler software install

NOTE: Testing of location based catalogs is on hold pending CPU upgrade.

L. Bugg
rev. 9/14/93

LB93-276
Attachment C

DALNET FINANCE COMMITTEE
(Reporting to DALNET Board)

Monitor rate of inflation reflected in annual DALNET budgets with
general rate of inflation to determine whether they are comparable
and/or whether more efficiency should be brought to the operations.

Review charge back formula for services contracted for by some but
not all DALNET members (e.g., non-catalog databases) for equity of
distribution.

Review possible services which will provide a greater financial
benefit for DALNET members than if contracted for separately (e.g.,
CARL document delivery system).

Review original formula (projected for ..... year) for DALNET
member fees to determine what, if any, changes need to be made.

(From DALNET Board - February 1993 Meeting)
DALNET Libraries Access Committee
Preliminary Findings
Subject to Approval of Committee

It is the purpose of the Detroit Area Library network to:

function to promote and to develop cooperative programs using shared library automation applications, and to determine policy for DALNET and the DALNET Online System.

Detroit Area Library Network By-Laws

While Patron Access may have been discussed previously, the first mention of a formal discussion of Patron Access appears in the March 22, 1989 DALNET Board Minutes. It was reported from this meeting that there were "many concerns about inter-institutional patron access." Since many institutions had brought up their circulation systems numerous questions "assumed a new importance". A committee comprised of DALNET Board members was appointed to deal with circulation and access policy matters. Arranging consensus among multi-type libraries of various sizes is extremely difficult. Philosophy, mission and goals often are at cross purposes. During the interim four years a compelling need to resolve access issues did not evidence itself. However, patron access has again become an issue to be addressed as a group DALNET concern.

In October 1992 a DALNET Access Philosophy was circulated. Currently, a driving force behind patron access deliberations is the fact that DALNET has purchased the PAC Loan inter-campus loan software for implementation. A clear need for a review of patron access among DALNET Libraries exists.

Consequently, the DALNET Board re-staffed the DALNET Access Committee with members who provide a representative cross-section of DALNET Libraries. The Committee was asked to begin a serious investigation of the issues involved. Recommendations for a statement of charge and purpose were requested.

The DALNET Access Committee met April 21, 1993. Current access policies at DALNET institutions were discussed. A draft of a DALNET Access Directory was submitted for review. A Statement of Charge and Purpose was also studied. Changes were suggested in the Charge document and it has been forwarded to the DALNET Board.

In considering a charge for the DALNET Access Committee there are a number of factors that should be pointed out.

Background

The State of Michigan has contemplated automated information access for many years. Leadership and funding have not provided the motivation for a cohesive system. Each year steps are taken toward cooperative networking among multi-type libraries, but, because there is no recognized, centralized planning catalyst, the professional library community can only expect that local, regional and statewide patron access will evolve over many years.
Over the years a number of cooperative networking efforts have been undertaken. In the late 1970's the University of Michigan, Michigan State University, Wayne State University and Detroit Public Library were all designated State Access Offices and funded with money channeled through the Library of Michigan. Because of the high volume of interlibrary loan requests these libraries were given special funding as a consideration for their support for the overwhelming volume of interloan transactions which they were processing in support of multitype library access across the State.

Because interloan service needed revision on a statewide basis, the State Access Offices were closed. The Library of Michigan convened a Task Force and Regions of Cooperation were created as part of a new load-leveling approach to interlibrary loan service.

Since that time a number of experiments have been undertaken to provide either on-cite access or a document delivery alternative. During the early 1980's the Southeastern Michigan League of Libraries instituted its INFOPASS Borrowing Privilege. Some time later, the Library of Michigan implemented Michicard to provide reciprocal borrowing among public libraries. The Council of Library Directors instituted a free reciprocal interlibrary loan agreement. More recently, SEMLOL sponsored a pilot project which implemented an Academic Reciprocal Borrowing Agreement. This September, over twenty academic libraries are experimenting with an Academic Michicard. At the same time Oakland University is piloting a reciprocal borrowing privilege with a library net lending formula among selected libraries. Wayne State University and Oakland University are currently engaged in bilateral agreements for both interlibrary loan and on-cite reciprocal borrowing.

Electronic technology has revolutionized libraries. Information access concerns are becoming critical. Libraries recognize that speed and time-saving are as important as access to information. Computerized library databases have been created which allow access to location information. Utilization of computerized technology to provide the actual links for timely, hands-on access must also be provided.

The DALNET Context

The Detroit Area Library Network is currently made up of thirteen libraries; five special libraries, seven academic libraries, and one public/research library. Each library is unique, having its own mission statement as well as individually tailored policies and procedures. Even the manner in which some of the libraries are configured and connected to the host library poses unique or individualistic circumstances.

From a philosophy of libraries' context, many libraries remain grounded in providing for a primary clientele with an emphasis on collection development. Other libraries have moved to a philosophy of access where information is provided speedily regardless of ownership. Most libraries attempt to build excellent collections while providing quick access. Funding realities cause some libraries to emphasize one philosophy over the other. All libraries look to computerized technology to answer their timely information access needs.

To this end the DALNET Access Committee has met to determine what could be done to improve the information access linkage among DALNET Libraries.
The disparity in library philosophies as well as in mission statements has made it more difficult to consider a cohesive or group DALNET Access Agreement. As a result a number of options need to be available to members from which to choose. No DALNET Library should be required to specify any access option if they believe it is not in their interest.

The DALNET Libraries exist in a cooperative agreement which is intended to provide automated services. The narrow interpretation of such a purpose construes the agreement as strictly a business, commercial agreement. A broader reading, however, might interpret an implicit agreement among members to extend special access considerations among DALNET members as cooperative libraries using the same automated database. Certainly, patrons at any cite, using the LUIS Plus database expect to be able to quickly acquire any information cited on the public access catalogs. The DALNET Access Committee has considered information access on both an interlibrary loan/document delivery basis as well as a reciprocal borrowing circulation basis.

Because not every DALNET Library will want to engage in agreements which require transaction costs, optional tiers need to be provided to allow maximum flexibility in providing expedient information access at the lowest possible price among members.

There are a number of precedents that can be cited as benchmarks in creating options. There is the precedent of state access offices as well as the hard data of interlibrary loan and circulation statistics which show that Wayne State University Libraries and Detroit Public Library have an overwhelming volume of transactions among a large primary and secondary clientele. Due to the strength and size of their collections as well as the large volume of public service transactions, some type of financial compensation may need to be arranged.

The hospital libraries have produced a "Hospital Libraries and Reciprocal Borrowing Position Paper". Hospital libraries in DALNET cannot offer reciprocal borrowing privileges because such a service conflicts with their mission statements. Nevertheless, hospital libraries will provide free interlibrary loan services.

Precedents for a interlibrary loan agreement and a reciprocal borrowing agreement have already been set with the bilateral agreements between Oakland University and Wayne State University. These agreements which involve transaction fees can be modeled as alternatives to be made available to all DALNET Libraries.

In reaching conclusions on cooperative access agreements, there has been a trend away from a DALNET group approach to access services toward bilateral, institutional agreements. There are advantages and disadvantages to both methods.

**DALNET Group approach**

**Advantages**
- standardization of Public Services at DALNET institutions
- standardization of staff training
- economies of group services

**Disadvantages**
- lack of individual institutional control and autonomy
- divergence from mission and primary clientele
Individual Institutional Approach

Advantage -
selective relationships
maintain individuality, autonomy
tailor services to meet needs of primary clientele

Disadvantages -
lack of group cohesion in moving toward a statewide
information access network
diminished professional trust in working relationships
commercialization of information access services

Based on past practices, current agreements in place and to accommodate all members of this multi-type consortia a tiered system of agreements might be suggested for discussion.

For Interlibrary Loan, libraries can be offered three options.

1) **ILL Tier 1** - an interlibrary loan agreement where libraries agree to perform interloans for each other for **free** up to 15 pages per transaction. For requests over fifteen pages charges would be .20¢ per page.

or

2) **ILL Tier 2** - an interlibrary loan agreement where libraries agree to perform interloans for each other for a fee of $5 per transaction plus photocopy expenses of .20¢ a page after 15 pages.

or

3) **ILL Tier 3** - an interlibrary loan agreement where libraries agree to perform interloans for each other on a quid pro quo basis. Libraries can charge or not charge, but must agree to the same conditions mutually.

For on-cite circulation of library materials, libraries can be offered three options.

1) **Recip 1** - a circulation agreement where libraries agree to perform on-cite circulation of materials for each others’ patrons for **free** up to 200 transactions.

or

2) **Recip 2** - a circulation agreement where libraries agree to perform on-cite circulation of materials for each others’ patrons for a fee of $3 per transaction after a balancing of transactions is completed. A deposit on account may be required.

or

3) **Recip 3** - a circulation agreement where libraries agree to perform on-cite circulation of materials for each other on an agreed basis. Libraries can charge or not charge, but must agree to the same conditions mutually.
All of these suggestions are contingent on DALNET System capabilities. The ability to capture data that will provide accurate patron transactions as well as accurate patron/transaction statistics will be necessary. The optional tiers are contingent on the ability of the DALNET Systems Office to implement any conditions agreed upon.

The DALNET Board will be asked to approve the concepts outlined by these preliminary findings or in the alternative to recommend an appropriate direction to follow.
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<td>William Beaumont Hospital Library</td>
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**Library Categories**

- Medical Libraries
- Academic Libraries
- In press
- Database Records
- Librarians
- Librarians Library

**DATE:**

**LIBRARIES:**

- Wayne State University Library
- University of Detroit Mercy Library
- Oakland University Library
- Macomb Community College Library
- Detroit Public Library
- Harper Hospital Library
- Boston Children's Hospital Library
- William Beaumont Hospital Library