DALNET Collection Access Committee
Macomb Community College
March 16, 2001
Agenda

- Committee Charge

- DALNET On-Site Reciprocal Borrowing
    - Shared Patron Database
    - NSIP Protocol

- DALNET Interlibrary Loan Reciprocal Borrowing
    - DALNET OWLS Suburban Project
    - Z 39.50 Progress
    - DALNET Member Participation: Recommendation.
    - Standardized loan periods
    - Standardized fines

- DALNET Web Page

Reciprocal Borrowing Agreement
Among DALNET Academic Libraries

The purpose of this Reciprocal Borrowing Agreement is to allow participating academic libraries within the Detroit Area Library Network[□] (DALNET) to expand their users' access to library resources.

This Agreement reference to: (1) the home library, which is the library directly associated with users who are registered students or who are current staff members of the home institution, and (2) the reciprocating library, which is the library that is offering a reciprocal borrowing privilege based on the stipulations designated in this agreement.

The following are the policies under which the participating libraries will accord borrowing privileges to users from another academic institution:

1. An institution adopting this agreement agrees to provide borrowing privileges to the students and staff of another DALNET academic institution. All participating institutions will provide each other with timely notification of any changes in local policy that may affect the operation of the agreement.

2. The privileges to be extended to reciprocal borrowers from DALNET Academic Libraries are the following.

   A. Three items may be charged out from the reciprocating library at a time.

   B. Items--unless other restrictions apply--will be charged to DALNET reciprocal borrowers for the period that the reciprocating library sets for its undergraduate student borrowers.

   C. Charged items cannot be renewed.

   D. Charged items are subject to immediate recall.

   E. Items will not be charged to DALNET reciprocal borrowers whose privileges are blocked at their home institutions or at signatory DALNET academic institutions.

   F. Borrowing privileges will be extended to DALNET reciprocal borrowers until the end of the reciprocating institution's term plus a discretionary buffer period.

[□] For the purposes of this agreement the DALNET academic libraries are Macomb Community College, Oakland Community College, University of Detroit Mercy, Walsh College, Wayne County Community College, and Wayne State University.

3. The privileges extended to reciprocal borrowers from DALNET Academic Libraries may differ from those extended to the reciprocating library's primary clientele or to other types of guest borrowers at the reciprocating library. DALNET reciprocal borrowing privileges can be restricted to specific portions of the reciprocating library's collections.

   A. Each reciprocating library will provide the DALNET Board with a written statement detailing the limitations it places on DALNET reciprocal borrowing privileges. Such a statement might, for example, state that DALNET reciprocal privileges cannot be used to check out certain classes of materials (e.g., nonbook materials, videotapes, software) or materials from certain collections within the library (e.g., reserve materials or materials in the Dental Library).

   B. Users entitled to DALNET reciprocal borrowing privileges may have additional and different access to the reciprocating library's collections through other agreements. Some users will, for example, chose to borrow materials through SEMLOL InfoPass or MichiCard or by purchasing more comprehensive guest borrowing privileges.

4. A user wishing to borrow materials must be a currently enrolled student or staff member at the home institution. The DALNET patron records will be consulted in order to establish current enrollment or employment. In order to be issued or to renew a DALNET reciprocal-borrowing card from a reciprocating library, a current library card from the home institution must be shown. If there is no picture of the borrower on the home borrowing card or institutional ID, a picture identification of the borrower will be requested for verification. The DALNET reciprocal borrowing card and picture ID must be shown whenever borrowing materials.

5. Before extending DALNET reciprocal privileges, the reciprocating library agrees to check the user's patron record to verify that the user extended library privileges is in good standing with no blocks or holds having been placed at the home library or at other signatory DALNET academic libraries. Each time a DALNET reciprocal borrower requests to charge out materials his or her account will again be checked for blocks or holds. No items will be charged to a DALNET reciprocal borrower whose privileges are blocked at his or her home institution.

6. Overdue fines, service fees, replacement costs, and other charges will be determined by the policies of the reciprocating library. Users from the home institution who borrow under this agreement will be notified directly by the reciprocating library regarding overdue materials, recall materials, service fees, and replacement costs.

7. When a reciprocal borrower incurs outstanding charges that exceed $50, the reciprocating library agrees to initiate the designated procedures as noted below:

   A. The reciprocating library will inform the home library.

   B. The reciprocating library will place a block on the individual's reciprocal borrowing privileges.

   C. In the event that the outstanding charges (over $50) are paid in full by the user, the reciprocating library will inform the home library and the block on the individual's reciprocal borrowing privileges will be removed.

   D. The reciprocating library will notify the home library within sixty (60) days that a reciprocal borrower from the home library has incurred book replacement costs or damage charges. It is within the prerogative of the reciprocating library to determine when its materials are uncollectible. Replacement costs and processing fees will be paid by the home institution. Overdue fines will not be charged to the home institution.

8. Upon being informed that a student or staff member has incurred replacement costs or damage charges at a reciprocating institution, the home library agrees to those measures noted below:

   A. The user will be notified by the home library that a block has been placed on his/her library borrowing privileges at the reciprocating library.

   B. The home library will assume liability for lost or damaged materials borrowed from the reciprocating library. All replacement costs and processing fees become the responsibility of the home library after normal notification periods employed by the reciprocating library have elapsed.

   C. In order to recover these replacement costs and processing fees, the home library may, as its policies and procedures determine, place borrowing privilege blocks, registration holds, and/or transcript holds against the users who have incurred the fees.

8. Materials borrowed under this agreement will be returned by the users to the reciprocating library. Libraries may send mistakenly returned library books to the owner library. Patron overdue fines incurred as a consequence of a delay will cumulate.

9. For accounting and evaluation purposes, participating libraries agree to maintain circulation records that are A) institution specific and B) user specific.

10. DALNET academic libraries participating in this agreement reserve the right to discontinue participation in this agreement at any time. To terminate this agreement, a library must provide a letter of intent to the DALNET Board. Termination will take place 30 days after receipt of the letter.

N.B.: This agreement will be implemented in Fall 2000 when the shared patron database is in place in Horizon

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Macomb Community College

Oakland Community College

University of Detroit Mercy

Walsh College

Wayne County Community College

Wayne State University

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Michigan Starts to Go the Extra Mile

Libraries in Southeast Michigan, serving over half of the state's residents, have received an LSTA sub-grant from the Library of Michigan to the Oakland, Wayne, Washtenaw, Livingston and St. Clair (OWLS) Region of Cooperation to create a network that will provide one-stop shopping for information for library customers in all types of libraries. The project, named Michigan Library Exchange (MILE), takes a holistic approach to library services – serving the information needs of the whole person with delivery mechanisms that break down the traditional barriers created by residency. Hopefully, this will become a model for a statewide project to link all of Michigan's library collections.

Using Z39.50 and SIP/NCIP protocols for communication between library systems MILE will

- Empower library users with a quicker and more efficient way to access holdings and availability information on regional library holdings via a Web interface;

- Permit end user initiated interlibrary loan, and;

- Provide delivery of requested materials (monograph and serials) into the hands of end users more quickly.

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Michigan currently uses a traditional interlibrary loan system, which is entirely based on library staff placement, retrieval and delivery. Often staff time to handle interloans is the major expense in the process. MILE members will move to a model that will reduce staff involvement, thus reducing the cost of ILL, and speed up the delivery of loaned materials.

A 1998 Association of Research Libraries (ARL) study identified common elements in libraries with high interlibrary loan performance and low cost operations. ARL Senior Program Officer for Access and Delivery Services, Mary Jackson identified the following common elements among those operations:

- User-initiated ordering,

- Maximum use of technology, and

- Electronic and courier delivery systems.

These three principles will become the foundation for MILE.

"Improving service, increasing efficiency and lowering costs are major undertakings in any project. But in this case the project will be made easier by the many 'building blocks" already in place, said MILE Steering Committee Chair Louise Bugg.

OWLS Grant Administrator, Eileen Palmer said "Software is now available that builds on three technologies necessary to achieve our vision: Z39.50, the NISO ILL protocol and the Circulation Interface protocol (CIP II). The plan is to use all of these standards to provide seamless interoperability

among the databases of The Library Network, the OWLS Region of Cooperation, the Suburban Library Cooperative, the Detroit Area Library Network (DALNET) and the other members of the region of cooperation." The project will use third party software to provide patron authentication, and integration of ILL requests with local library systems.

The goal is to have the third party software will be selected by May 12, 2001; tested by October 31, 2001; and implemented by December 3, 2001. "This is an extremely ambitious schedule," said Bugg, "but we have 50 dedicated librarians who are serving on the Steering Committee or sub-committees to bring this project about."

"The Library of Michigan is enthusiastic about this project and will be interested in the outcomes," said State Librarian Christie Pearson Brandau. "We are constantly looking for ways to improve library services to all residents of Michigan and MILE may be the next step in that journey."

The OWLS Region of Cooperation is the grant administrator of this project.

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