

**DALNET Collection Access Committee
University of Detroit Mercy
McNichols Campus
March 10, 2000
Agenda**

1. Call to Order
2. Approval of Minutes for February 11, 2000
3. Committee Membership List: Corrections
4. DALNET Academic Reciprocal Borrowing Agreement
 - a. Program Implementation: suggested circulation procedures, shared patron database, free of charge
 - b. Procedures
 - c. Agreement Signing
 - d. Publicity
 - e. Marketing
 - f. August, 2000 implementation
5. Z39.50 Connection - Reciprocal Onsite Borrowing
 - a. DALNET / OWLS / Macomb Grant
 - b. Affiliate vs. Customer
 - c. Reciprocal Borrowing by Type of Library
 - d. Types of Agreements - Complex Pattern
 - e. Transaction formula for Reciprocal Onsite Borrowing
6. DALNET Interlibrary Loan / RSS
 - a. Pilot Project with no fees to test RSS
 - b. Update on ILL software merger
 - c. Interface with OCLC software
 - d. Transaction formula for ILL
7. Old Business
8. New Business
9. Next Meeting and Adjournment

**DALNET Collection Access Committee
Oakland Community College
Royal Oak Campus
Meeting Minutes: February 11, 2000**

Present: P. Beavers, J. Bosler, A. Evans, J. Flaherty, G. Libbey
The meeting was called to order at 1:45 p.m.

DALNET Academic Reciprocal Borrowing Agreement

The DALNET Academic Reciprocal Borrowing Agreement was discussed in terms of implementing the Agreement as soon as possible. Most of the academic libraries involved already have by-lateral agreements or are Michicard signatories. Thus, reciprocal borrowing exists among most of the DALNET academic libraries. The Collection Access Committee would like to formalize a DALNET agreement to streamline onsite borrowing at DALNET academic institutions as well as to market this value added benefit to prospective DALNET participants.

However, one of the provisions of the Agreement is that there would be a shared patron database from which DALNET reciprocal libraries could evaluate whether a patron was in good standing. In many cases reciprocating libraries will honor a hold placed on a patron's record by another DALENT library.

There are a number of obstacles to a shared patron database. They are: 1) the need for a unique patron identification number e.g. social security number, 2) the attempt to agree on a unique patron identification number which is not the social security number, 3) the legal use of the social security number.

It was agreed that *epixtech* has the technology to provide a shared patron database if the social security number can be utilized. However, patron privacy issues and family privacy laws may prohibit the sharing of this information among libraries. In order to implement the unique patron identification, DALNET is waiting for an enhancement that will mask the social security number on patron records. DALNET is also waiting for a WSU in-house legal opinion.

A number of committee members confirmed that a U.S Government published pamphlet on the use of social security numbers states that if patrons do not wish to divulge their social security number, they can be denied service.

It was agreed that the participating libraries will consider implementing the Academic Reciprocal Borrowing Agreement under the auspices of DALNET at the beginning of the FALL, 2000 semester. Committee members were asked to consult with their respective institutions before a discussion at the next meeting. There was consensus that a shared patron database is necessary in order to implement the program effectively. It is accepted that onsite borrowing will be available among DALNET academic libraries free of charge.

Z39.50 Connection

Oakland University has asked for a Z39.50 connection with DALNET. Z39.50 technology offers the capability of a common interface using different systems as well as the ability to pass along selected data elements (MARC and patron record elements).

The committee considered the technological ramifications of Z39.50 connections. Ultimately, it was deemed more expedient to offer search access to the DALNET database via a Z39.50 connection than on an open Internet access line. Further, it was agreed that to circumvent overload conditions, all search access from non-DALNET libraries should be via a Z39.50 connection rather than from an open Internet line. A mixture of connections, i.e. some Internet and some Z39.50, was seen as too complex to manage. A disproportionate allocation of DALNET resources would have to be used on secondary clientele.

Onsite Reciprocal Borrowing

While a common interface among different systems is technologically possible, a separate issue is whether Oakland will be accorded onsite reciprocal borrowing privileges and under what circumstances. In allowing Oakland University reciprocal borrowing privileges DALNET will set a model for the Information Hub. An additional consideration is that DALNET has begun to work on a LSCA Grant with The Library Network, The Oakland-Wayne Library System and the Macomb Region of Cooperation. The grant is to provide Z39.50 access to all the libraries in these networks. Reciprocal borrowing protocols are an anticipated by-product of such a grant.

Onsite reciprocal borrowing among groups i.e. type of library: academic, special, and public was considered. Onsite borrowing among hospital libraries is rarely allowed but does occur in exceptional circumstances when doctors or hospital staff are involved. The law libraries do not normally circulate their materials off premises to anyone. The issue of free vs. fee for onsite borrowing to non-DALNET libraries was reviewed.

Interlibrary Loan / Horizon RSS

It is the understanding of the Committee that interlibrary loan borrowing among DALNET academic libraries will also be provided free of charge with the exception of WSU. WSU has agreed to charge a reduced rate @ \$8 per item borrowed. A mitigating consideration is that the new RSS software is supposed to have a load leveling capability. The participating institutions must first implement the RSS software to find out how it will work among DALNET libraries. A pilot project has been suggested with no fees so that an assessment of the software can be properly judged.

In addition, it has been recommended that OCLC IFM software should be used to maintain statistics and provide an accounting / bookkeeping function. In order for the IFM software to be used as a standard piece of operating software among DALNET libraries, each participating library must acquire this capability. If that were the case, a suggestion has been made that the U of M model could be used. U of M allows a certain number of transactions annually, free of charge per institution (50-100). Upon maxing-out, a library would be billed for additional transactions at a published rate. It is assumed that the RSS software will interface with the IFM software. The interface capability must be proven.

It was noted that interlibrary loan borrowing of journal articles among hospital libraries has been provided free of charge for many years. Similarly, on an informal, courtesy basis, law libraries frequently photocopy articles free of charge and send them to other law libraries upon request.

Questions to be Considered

Philosophically - in light of the SEMLOL Infopass Agreement, the By-lateral Academic Reciprocal Borrowing Agreements, the Michicard Program, and numerous formal and informal ILL Agreements, can DALNET members agree to provide free onsite and free interlibrary loan borrowing to each other based on type of library?

Can DALNET members provide free onsite and free interlibrary loan borrowing to libraries which are not members but which are connected by a Z39.50 connection and who wish to be part of the DALNET Information Hub?

Can a uniform agreement be crafted for Z39.50 libraries so as to allow onsite borrowing and interlibrary loan borrowing? Is a case by case scenario better?

If Z39.50 libraries are to pay a charge for onsite and / or interlibrary loan borrowing, what is a fair charge for them to pay? A transaction fee? A lump sum based on a projected formula? A stipend?

Librarians are in the business of assisting in the free flow of information and ideas. How can they best serve their profession and their primary clientele? Do publicly funded institutions have a responsibility to share their resources among scholars so as to improve the fluidity of information and thus, improve society?

DALNET Participation: Members, Information Providers, Customers.

Committee members were given a sheet entitled, "Detroit Area Library Network (DALNET) Collection Access Committee Talking Points," which was derived from the "DALNET Finance Committee Guidelines" Discussion ensued on type of member and whether to charge DALNET members, information providers or customers for onsite reciprocal borrowing and or interlibrary loan transactions. Conversation revolved around whether to create a new category of participant for Z39.50 libraries. The new category under consideration was: Affiliate. Using the term customer seemed to be preferred. A Customer is defined as one who buys services. The DALNET Financial Guidelines provide for: a commercial customer and a library customer.

It was noted that customers would have to pay for the installation of the RSS module in order to interface with the DALNET libraries for interlibrary loan. Charging an additional fee for each interloan transaction was considered.

In the context of building a viable information hub as well as providing regional and statewide library leadership, free reciprocal borrowing and interlibrary loan services were considered. Circulation and ILL statistics in all libraries have gone down because of electronic information delivery. The full text electronic databases are filling the need for information in many cases. In addition, patrons have many more options with which to learn and gather information. There are more formats: books, video tapes, audio tapes, CD ROMs, the Internet/WWW. There are many more access points: libraries, book stores, the Internet, television. Patrons do not rely exclusively on one medium or one access point

DALNET Interlibrary Loan Agreements: Implementation of RSS

Horizon's RSS Interlibrary Loan software will be tested by DALNET in April and is expected introduced into production by mid-June. Horizon is in the process of merging their RSS product with CSP and is expected to offer a more robust enhancement for patron use. Committee members were anxious to encourage DALNET members to use the IFM module of OCLC services to save time and money accounting for interlibrary loans

DALNET Access Directory

A revision of the DALNET Access Directory was requested. It is hoped to publish the Directory on the WWW as well as in print. Bosler will contact the new DALNET Web-master.

Next Meeting and Adjournment

The meeting adjourned at 4:45 p.m. The next meeting was scheduled for Friday, March 10, 2000, 1:30 p.m. at University of Detroit Mercy McNichols Campus.

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Corrected
2/26/99

DRAFT
RECIPROCAL BORROWING AGREEMENT
BETWEEN DALNET ACADEMIC LIBRARIES
Amended
REVISIONS RECOMMENDED BY WSU 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 guest 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:

guest recip = recip

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 guest 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 guest borrowers for the period that the reciprocating library sets for its student borrowers. *undergraduate*
 - C. Charged items cannot be renewed.
 - D. Charged items are subject to immediate recall.
 - E. Items will not be charged to DALNET guest borrowers whose privileges are blocked at their home institutions.
 - F. Borrowing privileges will be extended to DALNET guest borrowers until the end of the reciprocating institution's term plus a discretionary buffer period.

200 Circ Code
Recip

* For the purposes of this agreement the DALNET academic libraries are ~~not~~ to be Macomb Community College, Oakland Community College, University of Detroit Mercy, Walsh College, Wayne County Community College, and Wayne State University.

- may*
3. The privileges extended to guest 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 guest 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 guest borrowing privileges. Such a statement might, for example, state that DALNET guest 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 guest 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 MichCard 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 guest-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 guest borrowing card and picture ID must be shown whenever borrowing materials.
 5. Before extending DALNET guest 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 on his/her library privileges at the home library. Each time a DALNET guest 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 guest 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 guest 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.

① Do not constitute registration holds
② Do not constitute

B. The reciprocating library will place a block on the individual's guest borrowing privileges. *The DALNET Academic Libraries will have the funds on all the individuals' borrower's sign forms*

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 guest borrowing privileges will be removed. *to understand the user thinks the home library agrees to place transcript for registration holds as appropriate*

borrower previously and other holds lifted

D. The reciprocating library will notify the home library within sixty (60) days that a guest 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. Payment by the home institution will be made [...]. Overdue fines will not be charged to the home institution.

twice annually when applicable

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. *all liability & costs*

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.

9. 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.

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

11. 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 1999 when all the DALNET Academic Libraries have made the transition to Horizon.

**DALNET Collection Access Committee
Charge**

November 20, 1998

Mission:

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

Goals:

- Report the access policies and mechanisms that exist among DALNET members. This shall include, but is not limited to, ILL, Reciprocal Circulation, and Infopass. Report mechanisms may include a DALNET Access Directory or WWW publication.
- Review the issue of reciprocal interlibrary loan among the DALNET libraries and make recommendations to the DALNET Board regarding policy and procedure so as to improve access among members.
- Review the issue of reciprocal circulation among the DALNET libraries, and make recommendations to the DALNET Board to improve access among members.