

Amigos Resource Sharing Agreement

Introduction

This document is a voluntary agreement to govern interlibrary resource sharing among libraries in the Amigos Library Services. It is based on the premise that resource sharing among Amigos member libraries is in the public interest and should be encouraged; interlibrary borrowing is an integral part of collection development, not an ancillary option; interlibrary lending is vital to the success of every library's ability to borrow needed materials.

I. Definition

Resource sharing is comprised of transactions by which a library makes its materials or copies of its materials available to the clientele of another library upon request.

II. Purpose

The purpose is to obtain, upon request of a library's primary clientele, materials not available in the local library.

III. Scope

1. Under the terms of this Agreement, any type of library materials may be requested. Libraries are encouraged to lend any materials that circulate outside the library to their own patrons and to be as liberal as possible in supplying materials of all formats with due consideration to the interests of the primary clientele.
2. Libraries signing the Amigos Agreement must be supplying libraries as well as requesting libraries. Libraries must be willing to lend if they wish to borrow. The benefits of the Agreement are not available to non-suppliers.
3. The Agreement covers resource sharing among those libraries who sign the Agreement, regardless of the method of transmission of requests and/or materials.

IV. Responsibilities of the Borrowing library

1. Resource sharing does not relieve any library of the responsibility for providing collections necessary for its primary clientele unless libraries have entered into special agreements.
2. The borrowing library should follow state network protocols, or in the absence of state protocols, exhaust local resources before requesting materials from other members. The borrowing library should avoid sending the bulk of its requests to a few libraries. Libraries that have signed the Amigos Western Reciprocal Interlibrary Loan Agreement are encouraged to consider those libraries. Major resource research libraries should be used only as a last resort.
3. The borrowing library should verify that lenders own the needed issues or volumes.

4. The borrowing library is responsible for checking the policies of the supplying libraries.
5. Requests for materials for which locations cannot be found should be sent to libraries that might provide the materials with the statement that the borrowing library cannot locate and verify. The source of reference should be cited.
6. The borrowing library should use standard bibliographic format regardless of the means of transmission. The library should indicate its preference to receive documents via prevailing technology of the day and include the relevant address in Borrowing Notes.
7. Participating libraries should indicate their participation in this agreement in their borrower constant data records in OCLC.
8. The borrowing library must ensure compliance with the U.S. copyright law. Copyright compliance must be determined for each article/chapter request.
9. The borrowing library must honor due dates and enforce all use restrictions specified by the lending library. Requests for renewals should be made before the item is due. The borrowing library should respond immediately to items recalled.
10. The borrowing library is responsible for the safety of borrowed material from the time the material leaves the lending library until it is returned to that library. If damage or loss occurs, the borrowing library is responsible for compensation or replacement in accordance with the preference of the lending library.

V. Responsibilities of the Lending library

1. The lending library must establish and make available its resource sharing policy and update the policy as changes occur or annually.
2. The lending library should process and respond to requests in a timely manner.
3. The lending library should include sufficient information to identify which request is being filled and clearly state the duration of the loan.
4. The lending library may recall materials at any time.
5. The lending library will send article/chapter copies via prevailing technology.
6. The lending library will send loans by the most expeditious means that they can afford. Signers are encouraged to provide occasional rush service to other signers without charge.

VI. Expenses

1. Signers of this agreement will not charge each other
 - A. Fees for handling interlibrary loan requests.
 - B. Postage or other transportation charges.
 - C. For photocopies, up to 50 pages per bibliographic citation. Charges beyond the 50 pages are at the discretion of the lending library.

VII. Breach/Compliance Concerns

The requesting and supplying libraries are responsible for compliance with the provisions of this agreement. Continued violations of the responsibilities outlined in this may result in suspension of borrowing privileges.

VIII. Terms of Agreement

Participating libraries must be current Amigos members. Termination of a libraries Amigos membership will result in the end of their participation in this agreement. Amigos may terminate libraries participation in this Agreement for non-compliance by delivering written notice to the library on or before thirty (30) days prior to the date of termination. Libraries may cancel their participation in this agreement by delivering notice to Amigos on or before thirty (30) days written notice. To opt out or cancel participation in the Amigos Resource Sharing Agreement (AMGS) lending group, please send a cancellation notice to membership@amigos.org and Amigos will confirm your cancellation.