



Texas State Library FY2015 Interlibrary Loan Lending Reimbursement Program

Timeline and Documentation Overview

Sara Hayes
August 20, 2015



ILL Lending Reimbursement Program

- Sub awards (or pass through awards) funded by the Texas State Library and Archives Commission (TSLAC) with Institute of Museum and Library Services (IMLS) funds through the Library Services and Technology Act (LSTA)
- Developed to offset out of pocket costs associated with participating in statewide interlibrary loan
- Based on the number of lends a library provides to Texas public libraries through Navigator, available funds, and actual costs incurred
- Dispersed annually, typically in late fall

August 20, 2015



Program Checklist

- Submit Participation Agreement form – March 2015
- Collect Documentation - ongoing
- Read email from TSLAC sent by mid-September
 - Reimbursement amount your library is eligible to request
 - Sub Award number
- Enter information from receipts/invoices in the Expenditure Documentation form – ongoing
- Complete Request for Reimbursement form using the email from TSLAC and Expenditure Documentation form
- Submit to TSLAC via email or fax by **September 30, 2015**:
 1. Request for reimbursement form
 2. Expenditure documentation form
 3. Copies of supporting documentation
- Receive confirmation email from TSLAC
- Payments dispersed in early December

August 20, 2015

 **Submit Participation Agreement form**



August 20, 2015

 **Collect Documentation – ongoing**

- Courier invoices*
- OCLC invoices*
- Postage receipts – USPS/UPS
- Postal meter reports
- NCIP maintenance invoices
- Staff time (timesheets and payroll)

Circle the amount on the receipts/registers you will be requesting and then document that amount on the Expenditure Documentation spreadsheet.

August 20, 2015

 **Read email sent from TSLAC in mid-September**

The email will include:

- The reimbursement amount your library is eligible to request based on the number of lends your library provided
- Your library’s Sub-award number

From: shayes@tsl.texas.gov

Based on available funds and the number of lends *your library* provided through Navigator (100), your library is eligible to request an ILL lending reimbursement of \$XXX.XX. Please include this sub-award number on your request form: 715-15-xxx.

August 20, 2015



Receive confirmation email from TSLAC

We have received your documentation for the Texas State Library and Archives Commission's FY2015 ILL Lending Reimbursement Program and we do not need anything else at this time. Your reimbursement of \$XXX.XX will be dispersed...

OR

We have received your documentation for the Texas State Library and Archives Commission's FY2015 ILL Lending Reimbursement Program. In order to process your request, we do need some additional information...

August 20, 2015



Payment Dispersal

- Emails with final payment amounts and the dispersal date will be sent from the Texas State Library by late November/early December
- Payments will be made via direct deposit to your library's legal entity
- *State agency academic libraries, will receive payment via warrant or check
- Register for Advanced Payment Notification with the Texas Comptroller of Public Accounts:
<http://www.window.state.tx.us/directdep/paynotify.html>

August 20, 2015



Questions?

- Questions about the reimbursement program:
Sara Hayes at shayes@tsl.texas.gov
1-800-252-9386 or 1-512-463-5406
- For information and forms, see our website at:
<https://www.tsl.texas.gov/ld/ill2015>

Thank you!

August 20, 2015
