



Texas State Library Interlibrary Loan Lending Reimbursement Program FY2015

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February 27, 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



Program Revisions

- Participation Agreement Form (due March 31, 2015)
 - Legal Entity information
 - DUNS, SAM, TINS information
 - LSTA Terms and Conditions
- Expenditure Documentation (due September 30, 2015)
 - Request for Reimbursement form
 - Expenditure Documentation Worksheet
 - Receipts, invoices, payroll information



Participation Requirements

- Submit Participation Agreement form to the Texas State Library by March 31, 2015
- Lend at least 24 items to Texas Navigator libraries in SFY2014, September 1, 2014 – August 31, 2015
- Submit documentation of costs to Texas State Library by September 30, 2015



Participation Requirements *State Agency Libraries*

Once TSLAC receives a participation agreement form, the accounting office will contact you with additional instructions regarding the RTI process for activity between State agencies.

In accordance with Texas Comptroller or Public Accounts requirements, State agencies will receive reimbursement payments from TSLAC via warrant or check.



Reimbursement Amounts

Each participating library will be eligible to request a reimbursement amount based on a formula considering the number of lends made to Texas Navigator libraries and the available funds.

Reimbursements will not exceed actual amounts expended.

Number of lends * Determined amount per lend
= Amount a library is eligible to request

Ex.: 100 lends X \$4.48 = \$448.00



Reimbursement Amounts

If a library is eligible for a reimbursement of \$448 (100 loans @ \$4.48 per loan):

1. The library submits documentation showing they expended \$300 participating in statewide resource sharing. The library will receive a \$300 reimbursement.
2. The library submits documentation showing the expended \$600 participating in statewide resource sharing. The library will receive a \$448 reimbursement.



Reimbursement Amounts

Libraries are encouraged to submit all expenditure documentation available to them, the estimated amount of funding and number of participating libraries is subject to change.



Costs Eligible for Reimbursement

- Postage related to statewide resource sharing
- Shipping supplies related to statewide resource sharing
- Equipment procured to support statewide resource sharing (up to \$4,999.99)
- TEExpress courier subscription costs
- OCLC cataloging contracts
- Staff time dedicated to statewide resource sharing**



Poll Time



Questions?

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

Thank you!
