Agreement to participate in the Texas Group Catalog and the Navigator Interlibrary Loan System

(Library Name) ___________________________ agrees to participate in the Texas Group Catalog and the Navigator Interlibrary Loan System. Texas Group Catalog and the Navigator Interlibrary Loan System is a voluntary network established by the Texas State Library to provide a system of interlibrary loan and resource sharing for the benefit of member libraries and Texas residents.

A. As a participant, the library agrees to perform the following:

1. Abide by the policies and procedures established by the TexShare Interlibrary Loan Code (http://www.tsl.state.tx.us/texshare/illprot.html) and the ALA Interlibrary Loan Code for the U.S. (www.ala.org/ala/mgrps/divs/rusa/resources/guidelines/interlibrary.cfm).

2. Participate in the Interlibrary Loan System through:
   a. Providing and maintaining appropriate Internet access.
   b. Lending to TexShare member libraries in accordance with local policies, at no cost to the borrowing library.
   c. Monitoring the interlibrary loan system each weekday the library is open and responding in a timely manner to borrowing and lending requests (within two working days).
   d. Providing Z39.50 access to the library’s catalog, as technology permits.
   e. Updating the library’s holdings on OCLC via batchloading or CatExpress at a minimum of once per year.
   f. Providing a 60 day notice to OCLC should the library change the online catalog vendor.

B. The Texas State Library agrees to perform the following at no cost to the library:

1. Maintain the Texas Group Catalog and Navigator Interlibrary Loan System.
2. Administer the system on behalf of participants.
3. Access to the Texas Group Catalog via a unique WorldCat.org and Navigator available to each participant.
4. Make available to each participant either batchloading or CatExpress of the library's holdings.
5. Provide training for interlibrary loan staff.

Authorization:

I, hereby, authorize this library to participate in the Texas Group Catalog and Navigator Interlibrary Loan System.

Library: __________________________________________

Address: __________________________________________

____________________________________________________

Signature: __________________________________________

Title: ______________________________________________

Date: ______________________________________________

Please return the form via email, fax or mail to:
Sara Hayes  shayes@tsl.state.tx.us  512-463-5406
Texas State Library and Archives Commission
PO Box 12927, Austin, TX  78711-2927
Fax: 512-936-2306
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