



## TEXSHARE DATABASE PROGRAM FEES PAYMENT OPTIONS

Name: \_\_\_\_\_  
Library Name: \_\_\_\_\_  
Institution Name (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Mailing City: \_\_\_\_\_ State: TX  
Mailing Zip Code: \_\_\_\_\_  
Contact email address: \_\_\_\_\_  
Invoice Number: \_\_\_\_\_

***Be sure to complete all the information above. You will find your Invoice Number on the top of the enclosed invoice. Please check the box(es) below that indicate your method(s) of payment.***

**1) PAYING BY CHECK**

Step 1. Make check payable to: **Amigos Library Services**

Step 2. Be sure to write your invoice number on your check

Step 3. Return one copy of the invoice with the payment to **Amigos Library Services** (address on invoice) by **October 31, 2009**

**2) PAYING WITH LOAN STAR LIBRARIES GRANT FUNDS (Public Libraries Only)**

Please refer to the enclosed flyer entitled "How to use your Loan Star Libraries Grant for the TexShare Database Fees" for complete instructions and deadlines related to the payment process. After you receive LSL money, you will then need to pay the TexShare Database fees invoice to **Amigos Library Services** by **December 31, 2009**.

**3) PAYING WITH REGIONAL LIBRARY SYSTEM GRANT MONEY (Public Libraries Only)**

Some Systems may allow you to use System money to help pay all or part of your TexShare Database Fee. Please check with your System Coordinator for guidelines for your System. Amigos will still need to receive a payment along with one copy of the invoice by **October 31, 2009**. See #1 above.

**4) INTENDING TO APPEAL**

If you have explored all options of payment but for any reason cannot pay at this time, you may declare your intent to appeal. Please indicate which option below describes the nature of your appeal. *Formal instructions on how to proceed with your appeal will be sent to you after we receive this form.*

Lowering the TexShare Database fee

Waiving the TexShare Database fee

Return this form (**not the invoice or the payment**) ASAP to: Ann Mason, TexShare Coordinator, Library Resource Sharing Division, Texas State Library and Archives Commission, PO Box 12927, Austin, TX, 78711-2927  
Phone: 512-463-0188 Fax: 512-936-2306 email: amason@tsl.state.tx.us