

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
Texas State Library & Archives Commission

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