

Multi-District Lehigh Valley & Pocono RESOURCE SHARING AGREEMENT & GUIDELINES

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5. INTRODUCTION & PURPOSE

- 1.1 The Multi-District Lehigh Valley & Pocono Resource Sharing Agreement and Guidelines (hereafter referred to as the Agreement) provides guidance for the exchange of materials between the libraries in the Lehigh Valley Library System, Lehigh-Carbon Library Cooperative, Monroe County, and the Bangor Public Library. Since no individual library has the resources available to meet all user needs, this is an essential service to assist libraries in obtaining needed material for their users.
- 1.2 The primary purpose of this Agreement is to improve library service to Pennsylvania library users.
- 1.3 Participating libraries should develop their own procedures for more detailed instructions.
- 1.4 Endorsement of this Agreement assumes participation as both owning and circulating libraries, i.e. as both requestors and suppliers of materials.

5. SCOPE

- 2.1 Under the terms of this Agreement, a patron in good standing may request a variety of material types as loans for delivery at any participating library. Some restrictions and fees may be imposed by the owning or circulating library.
 - 2.1.1 Hold eligibility and limits by patron group are listed in Appendix B, section 2.
- 2.2 Libraries agree to lend language & visual materials regardless of format: however the following materials are excluded from resource sharing as defined:
 - 2.2.1 Any items not holdable at the owning library .
 - 2.2.2 Items cataloged with the circulation modifiers listed in Appendix B, section 1.
 - 2.2.3 Age-protected materials are determined by the individual library: any item may be protected from capturing holds outside the owning library for a period of time.

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5. RESPONSIBILITIES OF ALL PARTICIPATING LIBRARIES

- 3.1 Libraries should inform users of the availability and purpose of resource sharing.
- 3.2 Libraries should ensure the confidentiality of the user.
- 3.3 Libraries should ensure that all persons working in resource sharing are familiar with this Agreement and follow the protocols.
- 3.4 Libraries should be aware that the lending policies, restrictions, fees and other details of participating libraries will vary and may not be consistent with that of the owning library.
 - 3.4.1 Libraries agree not to charge rental fees on items eligible for resource sharing.
- 3.5 All libraries should make every effort to locate items within their collections if a library has reported that the item did not reach a destination. Tracing and locating errant items is the responsibility of all parties.
- 3.6 It is the responsibility of all libraries to try to keep patron accounts in good standing by informing patrons of charges to their account and working to resolve payments with appropriate libraries.
- 3.7 All libraries will report the number of books provided and books received through resource sharing programs on annual system & state reports.
- 3.8 Library delivery will be provided by the Allentown, Bethlehem, & Easton District Centers. Participating libraries will circulate items in accordance with methods specified by district center staff.
 - 3.8.1 Libraries should make every effort to ensure that any SPARK-library-owned materials returned to their locations are returned to the owning library or system, regardless of whether or not these materials were provided through this resource sharing program.
- 3.9 All libraries will notify resource sharing partner libraries and PaLS in the event that they significantly change circulation policies, add or remove locations, or have disruptions in service including changes in address.

4. RESPONSIBILITIES OF THE CIRCULATING LIBRARY

- 4.1 The circulating library should make the request for materials directly through SPARK by either having the patron place the request or placing the request on the patron's behalf.
- 4.2 Renewals may be requested through SPARK as per the circulating library's policies. The patron can make the request online or staff can place the request through the staff client.
- 4.3 The item will be circulated based on the policies of the circulating library (not the owning library). The circulating library should enforce any restrictions and penalties that it assesses on circulations of its own items.
- 4.4 The circulating library should periodically review resource sharing requests and add frequently requested material to its collection.
- 4.5 The circulating library is responsible for ensuring the timely return and, for lost items, collecting payment for items it has circulated. Lost book fees should be remitted to the owning library while overdue fees (if applicable) are retained wherever the fee is paid (typically the circulating library). It is the responsibility of the owning library to invoice the circulating library for lost materials costs; it is the responsibility of the circulating library to attempt to recover these costs from its users.
- 4.6 The circulating library is responsible for the item when it is on-site at the circulating library. If the book is lost while on-site, it should be treated as a "lost" item and procedures outlined in 4.5 would apply.

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5. RESPONSIBILITIES OF THE OWNING LIBRARY

- 5.1 The owning library should check for new pull requests in SPARK at least once a day every open day, ideally 2-3 times per day, especially on delivery/shipping days.
- 5.2 The owning library is encouraged to share materials regardless of format, with specific formats noted in Appendix B. The owning library has the right to decide on a case-by-case basis whether a particular item can be provided.
 - 5.2.1 If they cannot provide an item because it cannot be located, the item should be marked missing; if they do not wish to provide the item for another reason they should use 'find another target.'
- 5.3 The owning library has the right to limit the number of items from a subject, set, or series lent at one time.
- 5.4 The owning library should label the item for transit either with the SPARK-printed transit slip or with the name of the circulating library.
- 5.5 Lost book fees should be remitted to the owning library while overdue fees are retained wherever the fee is paid (typically the circulating library). It is the responsibility of the owning library to invoice the circulating library for lost materials costs; it is the responsibility of the circulating library to attempt to recover these costs from its users.

6 RESPONSIBILITIES of the Pennsylvania Integrated Library System (PaILS/SPARK)

- 6.1 The system will provide information about transits and frequently requested items as well as other reports from SPARK as requested.
 - 6.1.1 The system will maintain records of transits through SPARK.
- 6.2 The system will periodically review this and other policies and procedures to ensure that patrons are being served in the best possible manner at all system libraries.
- 6.3 The system will provide promotional and instructional materials to advertise resource sharing to staff and patrons.

7 VIOLATION OF THE AGREEMENT

- 7.1 Resource sharing is a privilege, not a right. Each library is responsible for maintaining the provisions of this Agreement in good faith.
- 7.2 Continued disregard of any provisions of this Agreement is sufficient reason for suspension of borrowing privileges of patrons after prior warning.
- 7.3 Non-compliance with SPARK Membership Agreement may result in termination of resource sharing agreements by PaILS.

8 CONFIDENTIALITY OF RESOURCE SHARING REQUESTS & LIBRARY CIRCULATION RECORDS

- 8.1 By endorsing this Agreement, libraries accept the interpretation that resource sharing borrowing and lending records fall under the legal guaranties of confidentiality as specified in the Library Code, Act of June 14, 1961, P.L. 324, as continued through November 1, 2012, P.L. 1683.
- 8.2 All libraries should ensure that all staff members and volunteers abide by the confidentiality provisions in the SPARK Membership Agreement. All libraries should ensure that its provisions are followed and enforced.

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9 TERMS AND TERMINATION

- 9.1 A signatory may opt out of this agreement at any time with 30 days' notice.
- 9.2 PaILS may cancel this agreement at any time with 30 days' notice.
- 9.3 If additional libraries are added to this agreement, a new agreement should be signed by all parties. Libraries may enter into agreements with other groups, which will be governed by separate agreements.

SIGNATURES

For PaILS:

DocuSigned by:

Katie Greenleaf Martin

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Katie Greenleaf Martin	Executive Director	3/29/2024
Name	Title	Date

For Easton District Libraries: Easton Main Library, Easton Palmer Branch, Bangor Public Library & all Monroe County library locations:

DocuSigned by:

Jennifer Long

AD6E966AC2B4451

Jennifer Long	Library Director	3/29/2024
Name	Title	Date

For Bethlehem District Libraries: Bethlehem Bookmobile, Bethlehem Coolidge Branch, Bethlehem Fountain Hill Satellite, Bethlehem Kiosk, Bethlehem Main Library and Bethlehem South Side Branch:

DocuSigned by:

Josh Berk

CF99876E475641D

Josh Berk	Executive Director	4/5/2024
Name	Title	Date

For Allentown District Libraries: Allentown Public Library & all Lehigh Carbon Library Cooperative locations:

DocuSigned by:

Renee Haines

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Renee Haines	Library Director	4/1/2024
Name	Title	Date

Resource Sharing Agreement & Guidelines

Appendix A: Definitions

1. The Multi-District Lehigh Valley & Pocono Resource Sharing Agreement and Guidelines consists of library responsibilities, protocols and brief general procedures.
2. "Resource Sharing" is the process by which individuals request materials (whether they place their own requests or staff members place them on the patrons' behalf) from other participating libraries to be delivered to the participating library of their choice.
3. An interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The interlibrary loan process is initiated by the user and may be mediated or unmediated.
4. Interlibrary loan encompasses transactions among libraries not under the same administration, library system or school district. Intra-library loans (materials loaned within/under the same administration, library system or school district) may not be covered by these Guidelines. The conduct of national interlibrary loan is governed by the American Library Association's Interlibrary Loan Code for the United States (2008).
www.ala.org/ala/mgrps/divs/rusa/resources/guidelines/interlibrary
5. The term "library" refers to collections at all types of institutions.
 - a. "Circulating library" refers to the library to which the materials will be delivered.
 - b. "Owning library" refers to the library supplying the materials to be delivered.
6. The term "library material" covers all formats, including print, digital and multimedia.
7. The term "user" refers to the individual who initiates a request.
8. The term "consortium" refers to an association of independent libraries formed for a definite purpose.
9. The term "SPARK" refers to the Evergreen Integrated Library System as used by the Pennsylvania Inter-Library Service consortium.
10. Find another target is a software feature referenced in this document. When this feature is used, Evergreen immediately searches for an available copy for the hold and puts it on the *Holds Pull List*. If there is no available copy, the hold's status will be set to "Wait for copy".
11. Types of holds: for detailed descriptions of how to place each type of hold, see the Resource Sharing Procedures Manual.
 - a. Meta-record hold: this feature allows users to place a hold for the first-available copy from multiple formats such as book, large print book and audiobook.
 - b. Bibliographic hold: this hold looks at all copies in the system attached to particular record.
 - c. Volume hold: This hold type looks at all copies of a book in a particular library with the same call number
 - d. Copy hold: this hold only targets one specific barcode.

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Appendix B: Locations & Limits

Library Locations:

- Lehigh Valley Library System
 - Allentown Public Library
 - Bethlehem Bookmobile
 - Bethlehem Coolidge Branch
 - Bethlehem Fountain Hill Satellite
 - Bethlehem Kiosk
 - Bethlehem Main Library
 - Bethlehem South Side Branch
 - Easton Main Library
 - Easton Palmer Branch
- Lehigh Carbon Library Cooperative
 - Coplay Public Library
 - Dimmick Memorial Library
 - Emmaus Public Library
 - Lehigh Area Memorial Library
 - Lower Macungie Library
 - Palmerton Area Library
 - Parkland Community Library
 - Penn-Kidder Branch
 - Public Library of Catasauqua
 - Slatington Public Library
 - Southern Lehigh Public Library
 - Whitehall Township Public Library
- Monroe County
 - Barrett Paradise Friendly Library
 - Clymer Library
 - Eastern Monroe Public Library
 - Hughes Library
 - Monroe County Bookmobile
 - Pocono Township Branch
 - Smithfields Branch
 - Pocono Mountain Public Library
 - Western Pocono Community Library
- Bangor Public Library

Resource Sharing Agreement & Guidelines

Limits:

1. Overall/general limits are listed below, but in order to honor local circulation policies, there is some variation.
2. Items cataloged with the following circulation modifiers are not eligible for resource sharing:
 - a. non-circulating (reference)
 - b. HighDemandBook (some libraries share and some do not)
 - c. HighDemandDVD
 - d. HighDemandAudiobook
 - e. HighDemand DVD-R
 - f. Equipment
 - g. Realia
 - h. Software
 - i. unknown
 - j. electronic device
 - k. gov docs
 - l. ILL

3. Hold eligibility & limits by patron group

Hold limits

patron group ↓ circ mod→	audio book	book	kit	dvd	dvd nonfic	video	DVD-R	book club kit	media	music	serial
Users: Adult 1- & 3-yr; courtesy 1- & 3-yr; extended; juv 1- & 3-yr; outreach;	50	50	50	50	50	50	50	50	50	50	50
Temporary, limited 6mo	0	0	0	0	0	00	0	0	0	0	0
ILL, internet only, 1 Year Restricted	0	0	0	0	0	0	0	0	0	0	0

Note: participating library systems or groups may have local limits for holds within those systems. Suspended holds do not count towards hold limits.

Note: limits may be increased by mutual agreement of all parties via an addendum memo which can be attached without new signatures.