

Membership Criteria, Requirements and Responsibilities

Libraries wishing to join GOLD must meet the following *criteria*:

1. Civil Rights Compliance

Because some federal funding is involved, organizations seeking membership must comply with the Civil Rights Act of 1964. This statement should be on file in the organization's personnel office. If this statement is on file, the organization only has to sign a statement to this effect on a form letter available from the Georgia Public Library Service.

If the statement is not on file, the Georgia Public Library Service will provide the organization with a compliance statement for its signature to be filed with the Georgia Public Library Service.

2. Library

The organization must have an established library collection housed in an area designated as the library.

3. Librarian

The organization must have a person designated as a librarian. This person does not have to be a full-time employee or have a library degree unless the organization is required by certification requirements to have a qualified librarian. The librarian must be responsible for the maintenance and development of the library collection.

As a member of GOLD, a library is expected to meet the following *requirements*:

1. Reciprocal Lending/Batchloading

A library must agree to reciprocal lending. To accomplish this, an affiliate user must batchload all its current bibliographic holdings and enter its current periodical holdings.

The library should begin entering holdings for monographs and serials within two years of joining and demonstrate a good faith effort that it is contributing to the database.

After this initial contribution to the database, a GOLD member should update holdings at least once a year to reflect materials acquired or deleted during that year. Also, local holding records (LHRs) should be updated yearly to indicate new subscriptions or issues, and canceled subscriptions or deleted issues.

2. Limited Charges

GOLD libraries cannot charge for the staff time involved in performing interlibrary lending. They may, however, charge for photocopies, postage and facsimile delivery charges.

3. Compliance with ILL Codes

Member libraries agree to abide by the latest editions of the “Interlibrary Loan Code for Georgia Libraries” and the “Interlibrary Loan Code for the United States.”

4. Required Training

Libraries that join GOLD as affiliate users are required to attend interlibrary lending and union listing training before beginning to use the OCLC database. Free classes are offered periodically by the Georgia Public Library Service.

The following are *responsibilities* of GOLD members:

1. Staff Training

All staff members involved in the interlibrary lending and borrowing process should receive proper training. This includes attendance at courses offered by the Georgia Public Library Service, SOLINET and library professional organizations in Georgia.

2. Proper Completion of Requests

Interlibrary loan requests are to be correctly and completely filled out, including verification of information. In the case of public libraries, all branch libraries should submit interlibrary lending requests through their headquarters unit.

The headquarters unit should complete these requests within the system, if at all possible, before referring the requests to the Georgia Public Library Service or other libraries.

3. Acceptance of Responsibility

The borrowing library is responsible for the return of items within time periods specified by the lending library. Once an item is mailed from the lending library, it is the responsibility of the borrowing library. If the item is lost in the mail, either to or from the borrowing library, it is the responsibility of the borrowing library to reimburse the lending library for the item.

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