

# Membership Participation Agreement

Resource sharing and interlibrary loan have long been priorities for Georgia libraries. Since November of 1988, GOLD has provided a collaborative mechanism among its members to make sharing their collections straightforward and timely. From its inception, GOLD has facilitated member libraries' ability to better serve their users by complementing their collections with those of other member libraries. Since users need access to information and are increasingly unconcerned where that information is located, users can rely on Georgia libraries to integrate research, discovery, and delivery tools to meet information needs where the user resides.

By signing this participation agreement, GOLD member libraries commit to providing exceptional interlibrary loan and resource sharing service and cooperation to the standards outlined here and in the GOLD Interlibrary Loan Manual.

## **1. Library**

The organization has an established library collection that can be shared.

## **2. Librarian**

The organization has 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 is responsible for the maintenance and development of the library collection.

## **3. Availability of collections**

- A) OCLC members must establish and maintain holdings in the OCLC WorldCat database.
- B) All GOLD member libraries must have an online, accessible catalog that is maintained with current holdings.

## **4. Reciprocal lending and supplying.**

The library agrees to reciprocal lending.

- A) OCLC member libraries will use WorldShare ILL or current OCLC functionality for lending and borrowing materials from other OCLC member libraries.
- B) For lending between OCLC member library to nonOCLC member libraries: OCLC member libraries will accept borrowing requests from nonOCLC member libraries according to GOLD guidelines as spelled out in the GOLD Interlibrary Loan Manual.
- C) NonOCLC member libraries shall provide an online requesting method for lending and borrowing materials from another member library according to GOLD guidelines as spelled out in the GOLD Interlibrary Loan Manual.

## **5. Charges**

GOLD libraries cannot charge other GOLD member libraries for performing interlibrary lending and resource sharing.

## **6. 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.”

The borrowing library is responsible for the return of items within time periods specified by the lending library and for the safety of borrowed material from the time it leaves the lending library until it has been returned to and received by the lending library. If damage or loss occurs, the borrowing library is responsible for providing compensation or replacement, in accordance with the preference of the lending library.

## **7. Compliance with GOLD Guidelines**

GOLD member libraries agree to abide by the latest GOLD guidelines for resource sharing and holdings maintenance.

## **8. Training**

All GOLD member libraries should have staff trained in GOLD policies and procedures as well as ILL codes. Training should also include internal procedures for resource sharing and local holdings maintenance.

GOLD member libraries that are also OCLC members are required to have staff fully trained in OCLC functionality and procedures for resource sharing and holdings maintenance. Training is available online for OCLC services or by special arrangement.

## **9. Special instructions for multibranch libraries**

Where multibranches of a GOLD library exist, ILL processing should be done by trained library staff to ensure that both delivery of material and updating of requests are handled efficiently. Internal procedures may allow for the provisioning of ILL by individual branches or as the sole responsibility of the headquarters unit.

## **10. 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.

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

OCLC Symbol (if  
OCLC member): \_\_\_\_\_

Webpage for online  
catalog: \_\_\_\_\_

ILL contact \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Compliance Contact \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I verify that I am authorized to enter into this agreement on behalf of my institution.

Print name \_\_\_\_\_

Title \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_