

RESOURCE SHARING/INTERLIBRARY LOAN AGREEMENT

Maryland public libraries agree to participate in the resource sharing network that is managed and coordinated by the Enoch Pratt Free Library, State Library Resource Center, Maryland Interlibrary Loan Department (MILO) and supported and funded by the State.

I. GENERAL PRINCIPLES

1. The Maryland public library system agrees to provide access to the residents of Maryland, via their local library system, to library materials regardless of where they live, or where the needed resources may be located.
2. Library users will be governed by the rules of the library system from which they borrow or use materials. **Note:** See below for specific principles.
3. All Maryland public library systems will participate in the resource sharing network as both a lending and a borrowing library. **Note:** See Non-Loanables chart for details.

II. SPECIFIC PRINCIPLES

- A. Borrowing libraries will be responsible for notifying customers of overdue items and securing the return of these materials or payment for lost materials.
- B. Any fees collected for lost items borrowed through Marina will be retained by the borrowing library, and the borrowing library should notify the lending (owning) library when materials have been reported lost. Damaged materials must be returned to the lending (owning) library.

Exception: Borrowing fees and lost book charges for OCLC materials must be forwarded to the lending (owning) library upon receipt of an invoice.

- C. Interlibrary Loan materials borrowed through Marina or OCLC must be returned to the borrowing library from which the items were checked out.
 - Customers checking out interlibrary loan material should be informed at the time of checkout that the items must be returned to that library.
 - Interlibrary loan items returned to any library other than the one from which it was borrowed, should be forwarded back to the system from which it was checked out, not to the owning library.
- D. Materials borrowed through Marina should be granted no more than two renewals.
- E. OCLC materials brokered through Enoch Pratt Free Library/State Library Resource

Center may **not** be renewed.

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The _____ Public Library System agrees to adhere to the Resource Sharing/Interlibrary Loan Agreement.

SIGNED:

PUBLIC LIBRARY ADMINISTRATOR

PRESIDENT, BOARD OF TRUSTEES

DATE