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3 **Memorandum of Understanding**
4 **between**
5 **Baxter Memorial Library, Gorham**
6 **Scarborough Public Library Corporation,**
7 **South Portland Public Library,**
8 **Thomas Memorial Library, Cape Elizabeth,**
9 **Walker Memorial Library, Westbrook**
10

11 Baxter Memorial Library, Scarborough Public Library, South Portland Public Library, Thomas Memorial
12 Library and Walker Memorial Library, [individually “Member” or collectively the “Members”], agree to
13 extend borrowing privileges to any individual cardholder [also called user or borrower], in good
14 standing, of Members.

15
16 The borrower must obtain a card from the Member serving the borrower’s community of legal
17 residence.

18
19 **Library Services:**

20 Borrowers are expected to conform to rules of the loaning Member including loan periods and late fees.
21 Members’ policies may differ and need not be modified to align during the period the Memorandum of
22 Understanding is in effect.

23
24 All Members belong to the Minerva consortium and use the same circulation system so borrower’s cards
25 issued by Members will be honored for transactions.

26
27 To borrow from any Member, the borrower shall:

- 28 Be In good standing with the home Member, and shall
- 29 Be in good standing with other Minerva libraries, and shall
- 30 Present a current borrower’s card, and shall
- 31 Have no outstanding issues that restrict usage at the home Member

32
33 To reduce confusion, users will request and pick-up interlibrary loan materials through the home
34 Member.

35
36 Users may return materials to any participating Member. Members will check-in materials using
37 standard Minerva protocol and return or forward the items through the existing courier service.

38
39 **Remuneration for Service:**

40 This Memorandum of Understanding is made in the spirit of interlibrary cooperation and participating
41 Members expect no compensation or reimbursement for services rendered or for collections used by
42 cardholders from Members.

43
44 **Duration:**

45 A Member may withdraw from participation in this Memorandum of Understanding upon 30-days prior
46 written notice to all other Members.

47 Agreed to:

48

49 For Baxter Memorial Library

50

51

52

53 _____
Signature

54

55

56 _____
Print name

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58

59 _____
Title

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61

62 _____
Date

63

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65 For South Portland Public Library

66

67

68

69 _____
Signature

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71

72 _____
Print name

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75 _____
Title

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77

78 _____
Date

79

80 For Walker Memorial Library

81

82

83

84 _____
Signature

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87 _____
Print name

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90 _____
Title

91

92

93 _____
Date

94

For Scarborough Public Library

Signature

Print name

Title

Date

For Thomas Memorial Library

Signature

Print name

Title

Date