

Memorandum

To: Cape Elizabeth Town Council
From: Kyle Neugebauer, Director, Thomas Memorial Library
Date: July 1, 2019
Subject: Statewide Reciprocal Borrowing MOU

Earlier this spring, the Maine State Library announced plans for the creation of a yearlong pilot program where patrons of participating libraries would have reciprocal borrowing privileges at other participating libraries. At their meeting on June 20, the Thomas Memorial Library Committee approved recommending the MOU to the Town Council 7 - 0.

This pilot program is very similar to the existing reciprocal borrowing agreement we have with South Portland Public Library, Scarborough Public Library, Walker Memorial Library (Westbrook), and Baxter Memorial Library (Gorham). We started that borrowing agreement in July of 2017; it has worked very well for us and our patrons. This pilot program would see that concept expanded to over 50 libraries across the state. It would run from September 1, 2019, to August 31, 2020 with the option to continue or withdraw at that point. The State Library has stated there will be a sub-committee formed during the pilot to examine data and trends from the program to help make improvements to the program.

As with any new initiative, there are some concerns held by myself, the Library staff, and members of the Library Committee over some of the technical and procedural details regarding the program. However, after lengthy discussion on both the staff and Committee level, it was agreed that the potential benefits outweigh the potential drawbacks. Additionally, we would prefer to be a part of the process and have a seat at the table to help shape this program, instead of viewing it from the outside -- as this is a direction the State Library clearly wishes to move towards. The primary benefit for our patrons will be convenience -- if there is an item that they need on a specific timeframe, they now have the option to go to a library to get that item instead of waiting for it to be requested and delivered here. We will see some patrons from other libraries visiting us, but given our geographic location and that we are already in a reciprocal borrowing agreement with our two neighboring towns, we don't foresee a large influx or extra workload generated from this program. It is for all those factors that the Thomas Memorial Library Committee voted unanimously to approve recommending the MOU to the Town Council.

Attachments:

Memorandum of Understanding for the Maine Reciprocal Borrowing Pilot

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The _____ library agrees to extend borrowing privileges to any individual cardholder [also called user or borrower], in good standing, from any other library that has opted to participate in the Maine Reciprocal Borrowing Pilot.

Library Participation Requirements:

Libraries that choose to participate in the Maine Reciprocal Borrowing Pilot must belong to one of the Maine InfoNet supported systems that operate using the Sierra ILS. These libraries' materials are shown in MaineCat and consist of MILS, Minerva, URSUS; the ARRC libraries of Portland Public Library (PPL), Bangor Public Library (BPL) and the Maine State Library (MSL); Colby-Bates-Bowdoin (CBB), and the University of New England (UNE).

Borrower Participation Requirements:

To borrow from any Participating Library, the borrower shall present a library card issued by a Participating Library where the borrower is in good standing.

Loan Rules:

For same-system transactions, intra-system rules will apply. (Minerva to Minerva lending is an example of a 'same-system' transaction.)

For cross-system transactions (e.g. Minerva to URSUS lending), the "MaineCat" loan rules will apply. This means that items would either go out for four weeks with a two-week renewal or go out for one week with a one-week renewal.

The biggest difference is how the due dates appear in the owning library system. If it is cross-system, the owning library sees the 56-day checkout, and the borrowing patron/system sees the current checkout period (4 weeks) with one renewal possible if no holds are placed. If it is within the same system, the item-owning and patron home libraries will be more in accord and show the same dates and terms.

To reduce confusion, users will request and pick up interlibrary loan materials through their home library. This does not apply to URSUS library "intra-system" holds.

Users may return materials to any Participating Library. Participating Libraries will check in materials using standard protocols and return or forward the items through the existing van delivery service. Please refer to the *FAQ* document, included with this MOU, for information regarding specific procedures.

Financial Assistance for Participating:

This Memorandum of Understanding is made in the spirit of interlibrary cooperation and participating members shall **expect no compensation for participating**. Participation is entirely "opt-in" and this effort represents a one-year pilot to understand the dynamic of expanded reciprocal "walk-in" borrowing.

This pilot will require statistical data-gathering to best understand the impact to net-lenders or libraries providing increased and disproportionate service. This data will inform how we might be able to provide financial assistance (i.e. Direct State Aid if available) to such libraries in the future, should libraries agree to participate on a permanent basis.

Fees / Fines / Collection for Lost Materials:

All fees, fines, or collection efforts for late, lost, or damaged materials is handled the same way as the rules and parameters established through the normal ILL delivery process.

Duration:

For the purposes of this project's pilot year, libraries must opt-in for participation by September 1, 2019, and may begin to register (opt-in) starting June 1, 2019, and will agree to participate for the 12-month duration of the pilot, which will end August 31, 2020. Upon completion of the pilot year, a Participating Library may withdraw from participation upon 30-days' prior written notice to Maine InfoNet.

AGREED TO –

Participating Library Name:

Approved by:

Date:

Maine State Library

Approved by:

Date:

Maine InfoNet

Approved by:

Date:

Thomas Memorial Library Committee

Minutes of Meeting: Thursday, June 20, 2019 at 6:30 PM

In Attendance:

Jason O'Brien, Megan Cotter, Kathleen Kent, Sara Hirshon, John DiPalazzo, Gwyneth Maguire,
Becky Fernald
Kyle Neugebauer

Absent:

Agenda:

1. Call to Order: 6:36 PM
2. Approval of Minutes
Becky Fernald motion / Kathleen Kent second. Approved 7 - 0.
3. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
4. Reports
 - a. Library Director's Report
Reported as submitted
 - b. Committee Member Updates & Correspondence
Discussed refreshments at outdoor concerts and upcoming artist receptions.
5. Statewide Shared Borrowing MOU
 - a. Kyle provided an overview of the project
 - b. Discussion followed on the potential benefits versus potential drawbacks
 - c. Gwyneth Maguire moved that the TMLC recommend to the Town Council to authorize the Town Manager to sign the MOU; Megan Cotter second. Approved 7 - 0.
6. Policies -
 - a. Meeting Room Policy
 - i. Revisions proposed by Sara Hirshon and Gwyneth Maguire were incorporated into the draft.
 - ii. Megan Cotter moved to approve sending this policy to the Town Manager for his approval; Becky Fernald second. Approved 7 - 0.
 - b. Privacy Policy
 - i. Megan Cotter moved to approve sending this policy to the Town Manager for his approval; Becky Fernald second. Approved 7 - 0.
 - c. Internet Safety Policy
 - i. Discussed
 - ii. Tabled to September
 - d. Acceptable Use Policy
 - i. Discussed
 - ii. Tabled

7. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
8. Confirmation of Next Meeting:
 - a. Will not hold a meeting in July or August. Next meeting will be September 19, 2019 at 6:30 PM
9. Adjournment: 8:23 PM

DRAFT