

**Memorandum of Understanding
Maine Balsam Libraries Interlibrary Loan**

The _____ Library agrees to participate in Maine Balsam Libraries Interlibrary Loan, which involves placing and fulfilling holds requests online through the Maine Balsam Libraries Catalog.

NOTE: At this time, we are considering only online holds requests and not “walk-in” borrowing between participating libraries.

Library Participation Requirements:

Libraries that choose to participate in Maine Balsam Libraries Interlibrary Loan must belong to one of the Maine Balsam Libraries that operate using Evergreen ILS. These libraries’ materials are shown in the Maine Balsam Libraries Catalog.

Borrower Participation Requirements:

- To participate, library users must have an active library card in good standing at a participating Maine Balsam Library.
- To place their own holds requests online, users must set up an online patron account (with username and password).

Loan Rules:

- Circulation policies for the circulating library will apply.
- Users should request, pick up, and return materials through their home library.
- Participating libraries will send and receive materials through the van delivery service, or through other mail delivery services.
- An owning library has the option to refuse requests from other libraries. (In which case, the refusing library notifies the requesting library)

Responsibility

- The requesting library assumes responsibility for borrowed material from the time it leaves the owning library until it has been returned to and received by the owning library.
- The owning library is responsible for postage for outgoing items. The requesting library is responsible for postage back to the owning library.

Remuneration for Service:

- This MOU is made in the spirit of interlibrary cooperation and participating members expect no compensation or reimbursement for services rendered or for collections used.

Duration:

- A participating library may withdraw from participation upon 30-days prior written notice to Maine Balsam Libraries.

AGREED TO

Participating Library Name: _____

Approved by: _____ Date: _____