**Participating Library Agreement**



**I. Purpose**

The LiLI Express program represents a means to improve library services to Idaho citizens through a cooperative, reciprocal borrowing agreement among libraries. This agreement and associated procedures will encourage any Idaho resident to obtain a library card at his or her “home library” and then to use any participating library without paying a non-resident fee and without cumbersome policies.

**II. Definitions**

For the purpose of this agreement, the following definitions apply:

1. Home library:
   1. The library whose primary mission is to serve the patron by virtue of enrollment, residence, or employment.
   2. A library that issues the patron a non-resident card. A patron of a participating library may obtain a non-resident “home library” card at any of the participating, publicly funded public libraries by paying the non-resident fee of that library.
2. Patron: Any Idaho citizen 18 years of age or older. Serving younger patrons is at the discretion of the lending library.
3. Service: The loan of books to patrons onsite. Providing additional services is at the discretion of the lending library.
4. LiLI: Libraries Linking Idaho, a service of the Idaho Commission for Libraries (ICfL), is an alliance of libraries and library networks joined together to further the common good. It provides the Idaho library community with services that are more efficacious and economical when administered at a statewide level rather than at a local or regional level.

**III. General Guidelines**

1. Participation by libraries in LiLI Express is voluntary.
2. The agreement remains in effect unless the library provides written notification of withdrawal. (See Section VII on withdrawing procedures.)
3. Materials available for reciprocal borrowing include books. Additional materials or services are at the discretion of the lending library.
4. Borrowers will be subject to the rules of the lending library.
5. Borrowers will return books to the library where they were borrowed.
6. Overdue fines may be collected based on the lending library’s overdue policy.
7. Fees for lost and damaged materials will be collected and kept by the lending library.
8. Libraries and borrowers will comply with Idaho Code 33-2620, regarding the failure to return materials borrowed from a publicly funded lending facility.
9. Individual libraries are responsible for ensuring their staffs are aware of, and adhere to, statutory requirements concerning confidentiality of public library users’ registration and circulation records.

**IV. Library Responsibilities**

1. Establish procedures to identify and register borrowers.
2. Identify themselves to their patrons as a participant in LiLI Express.
3. Honor cards from participating libraries.
4. Inform borrowers about local rules of service.
5. Respond to queries regarding status of patrons registered at their libraries. Patron status means whether the patron’s home library registration is current and without outstanding materials, fines, or fees.
6. Publicize and promote the program at a local level, as desired.
7. Adopt policies and procedures that ensure confidentiality and privacy of patrons are maintained.
8. Loan books to LiLI Express patrons. Loaning additional materials and providing additional services is at the discretion of the lending library.
9. Notify patrons of overdue materials and collection of any fines, fees or replacement costs according to that library’s policies.

**V. Borrower Responsibilities**

1. Abide by the local borrowing rules of the lending library.
2. Be in good standing at their home library.
3. Return materials to the library from which they were borrowed.
4. Return materials in a timely manner according to the rules of the lending library.
5. Assume responsibility for all materials borrowed, including payment for lost/damaged materials, overdue fines, or other fees.

**VI. Program Administration**

The Idaho Commission for Libraries will be the coordinators of the LiLI Express Program.

The Idaho Commission for Libraries will:

1. Maintain and publicize a list of participating libraries.
2. Facilitate the addition or deletion of participating libraries.
3. Promote the service statewide via the World Wide Web, newsletters, and/or other printed promotional materials.
4. Maintain a file of agreements by participating libraries.

**VII. Joining or Leaving Reciprocal Borrowing (LiLI Express) in Idaho**

Any library in Idaho may join LiLI Express by executing this agreement and submitting it to the Idaho Commission for Libraries.

Any library participating in LiLI Express may discontinue participation by submitting written notification to [marina.rose@libraries.idaho.gov](mailto:marina.rose@libraries.idaho.gov), or to:

Attn: Marina Rose

Idaho Commission for Libraries

325 W. State St.

Boise, ID 83702

**VIII. Agreement**

By signing below, our library agrees to be a LiLI Express participating library and to abide by the guidelines set forth in the agreement.

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Name of Library

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Signature of Library Director Signature for Governing Board

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Printed Name of Library Director Printed Name for Governing Board

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Date Date

***Mail completed agreement to:***

*Attention: Marina Rose*

*Idaho Commission for Libraries*

*325 W. State Street*

*Boise, ID 83702*

*Or email it to* [*marina.rose@libraries.idaho.gov*](mailto:marina.rose@libraries.idaho.gov)*.*