

Library: _____

Date: _____

**AGREEMENT OF
THE INLAND EMPIRE ACADEMIC LIBRARIES COOPERATIVE**

STATEMENT OF PURPOSE

The purpose of the Inland Empire Academic Libraries Cooperative (IEALC) is to provide reciprocal library borrowing privileges to currently registered students of the participating institutions. Faculty and staff borrowing privileges are outside of this Agreement and are covered by other policies of the individual member institutions.

MEMBERSHIP

Membership is open to academic libraries in tax exempt, accredited institutions of higher education located in the Southern California Inland Empire. Participating libraries are required to have a collection of library materials that is locally accessible to students. A current membership list is appended to this Agreement, (see Appendix 1).

A member library may withdraw from IEALC by notifying the Chair of its decision three months in advance of the effective date (June 1 deadline) of its withdrawal. The Chair will then notify other member libraries of this decision. The library wishing to withdraw from IEALC understands that it remains responsible for any obligations incurred due to its participation in IEALC.

CONDITIONS FOR BORROWING AND LENDING

Application for IEALC authorization cards must be made by students at the library of the institution where they are currently registered. Authorization cards may be issued to currently enrolled students at the discretion of each member institution.

Authorization cards must be presented at the circulation desk of each library where the student intends to borrow materials. A member library may require additional identification.

Local lending rules at each participating library, including limits on the number of items borrowed and the levying of fines, shall apply to the borrowing of materials from that library.

RESPONSIBILITIES OF MEMBERSHIP

Members agree that it is their institutional responsibility to provide library resources that support the basic programmatic and curricular needs of their own students, and recognize that participation in IEALC is designed to enhance, not replace, local library resources.

Participating libraries agree to limit IEALC borrowing privileges to students whose research or special instructional needs extend beyond the resources of the home library.

Members agree to accept financial responsibility for the replacement cost and associated billing costs of any materials loaned to their students under Agreement when these materials have been lost or damaged.

Members agree to designate an IEALC liaison to serve as delegate to all regularly scheduled and specially called meetings. Liaisons will assist in gathering data pertinent to IEALC participation and will provide assistance that ensures the efficient operation of the IEALC program.

Members agree to maintain and report use statistics by IEALC borrowers in a form prescribed and approved by the membership.

MEETINGS

Membership meetings shall be called twice annually - one meeting to be held in the Fall (typically October) and one meeting to be held in the Spring (typically May) of each academic year. Special meetings may be convened as required at the discretion of the Chair.

AMENDMENTS AND APPROVAL OF CHANGES TO THE IEALC AGREEMENT

Amendments and changes in this Agreement may be proposed by any member by forwarding a written copy of the proposed amendment to the Chair. The Chair will notify all members of the proposed amendment or change in advance of the next regularly scheduled or special membership meeting. The Chair will present the amendment or change for discussion. A two-thirds vote of the membership present at the meeting will be required to approve an amendment or change in the Agreement. Each member library will have one vote.

The signature of the director or other authorized agent from each participating library will be required to certify acceptance of the revised Agreement and continued participation in IEALC.

ELECTION AND RESPONSIBILITIES OF THE CHAIR

The Chair shall be nominated from among the membership liaisons and shall be elected for a two year term. The Chair shall rotate among the three membership constituencies representing public four year, public two year, and private academic members.

The Chair shall be responsible for convening all regular and special meetings and for selecting and publicizing the time and place of all meetings.

The Chair shall distribute agendas and associated materials in advance of each meeting. Minutes of the meetings shall be recorded and distributed on the authorization of the Chair. The Chair may appoint a recording secretary.

Compilation, summaries and distribution of IEALC use statistics shall be the responsibility of the Chair or a person designated by the Chair.

NEW MEMBERS

Requests for membership consideration shall be directed to the Chair. Libraries requesting membership should include a general description of the academic programs offered in the institution and supported by the library. This description should include the scope of library holdings and include supporting statistics (e.g., number of students, collection size, materials budget, hours of service, etc.). Prospective members will provide such information by completing the IEALC Application Form (see Appendix 11). The Chair will distribute this information to all liaisons and place the matter on the agenda of the next regularly scheduled meeting. Admission to membership shall be by a two-thirds vote of the member libraries present. Each member library will have one vote. New memberships will be considered and voted upon at the Spring meeting. Memberships become effective July 1.

RESOLUTION OF DISPUTES

Any member library that considers another library to be in noncompliance with any provision of this Agreement should first attempt to resolve the problem at the liaison or director level, and may consult with the Chair. If the problem remains unresolved at the liaison or director level, the member may ask that the matter be discussed at the next membership meeting and an equitable solution shall be sought.

If a member library concludes that students of another library are making inappropriate use of its resources, and all attempts to resolve the problem have failed, the complaining library may choose not to honor the other library's authorization cards until an equitable solution is found. The liaison of the complaining Library will be responsible for notifying the membership of its action, the reasons why it has chosen this course of action, and the means by which it will seek to have the issue adjudicated.

CURRENT MEMBERSHIP

No section of this Agreement will be construed as intended to exclude member institutions participating in IEALC as of the date of this Agreement.

Library Director or Authorized Agent Date