

GUIDELINES FOR PARTICIPATION IN THE
TAMPA BAY MEDICAL LIBRARY NETWORK

Name of Institution or Company

agrees to participate in the Tampa Bay Medical Library Network (TABAMLN) and to abide by its By-laws and these "Guidelines." As a member, the Institution agrees to the following:

- A. Support of library services within the institution or company
 1. provide staffing at a minimum of 0.5 FTE for the provision of library services.
 2. participate in and meet the requirements of the National Library of Medicine's interlibrary loan database (DOCLINE) or other comparable document delivery system.
 3. The librarian, or designated representative, must attend TABAMLN meetings at least twice a year, and will serve on committees and as officers. The institution will pay the membership fee and other costs as assessed.

- B. Participation in interlibrary loan services, with standardized procedures for requesting and delivery as set forth below.
 1. Under the terms of these Guidelines, lending libraries will not ordinarily loan:
 - a) new books, current journal issues or resources frequently used by library patrons.
 - b) bulky or fragile material, reference or rare materials in the original.
 - c) materials for class reserve and other group users.

 2. Under the terms of these Guidelines, the borrowing libraries will not ordinarily request:
 - a) interlibrary loans for non-member staff.

3. Material requested must be described as completely and accurately as possible following accepted bibliographic practice. Material requested should be verified, or if it cannot be verified with the member's resources, this should be indicated on the request. All interlibrary loans must comply with US copyright law Title 17 or the US code.
 4. Interlibrary loan requests may be transmitted by mail, or telecommunications using all elements of the ALA form. When mutually agreeable, telephone requests are acceptable and may be confirmed by placing request on DOCLINE or other comparable document delivery system.
 5. Access to each member's collection shall be determined by the institution's policies. Policy examples may include; facsimile on a standard or emergency basis only, and placement in the Docline routing table, etc.
 6. The interlibrary loan exchange of materials or photocopies shall be on a quid pro quo reciprocal basis, or as arranged among individual members.
 7. The borrowing library should be prepared to assume any costs charged according to the established policy of the lending library including handling, postage, insurance and service charges.
- C. Membership guidelines require institutional representation at a minimum of two meetings per year. Non-compliance to this requirement will result in corrective action by the governing board.

(Signature - Institution Representative)

(Date)

(Signature - Contracting Librarian)

(Date)