

The Florida Library Information Network

The FLIN Manual

**Florida Department of State
State Library and Archives of Florida**

September 2007

Contents

Introduction	1
What is FLIN?	
The Role of the State Library and Archives of Florida	
Policies, Protocols, and Procedures	
Resource Sharing Environment	
Chapter One – The Florida Library Network	2
The Florida Library Network	
The Florida Library Network Council	
Multitype Library Cooperatives	
Shared Statewide Systems	
Participation	
Chapter Two – Resource Sharing Philosophy and Policies of the Florida Library Information Network	4
Library Networking: A Common Vision	
Freely Shared Resources	
Responsibility to Primary Clientele	
Mutual Benefit and Reciprocity	
Distribution of Workload and Responsibility	
Formal Agreements	
Roles and Responsibilities of the State Library and Archives and FLIN	
Roles and Responsibilities of Florida’s Multitype Library Cooperatives and FLIN	
Chapter Three – General Policies of the Florida Library Information Network	8
Chapter Four – Guidelines for Interlibrary Loan Copyright Compliance	10
Accepting Orders for Photocopies	
Libraries Requesting Copies	
ILL Suggestion of Five Timeline	
Supplying Photocopy Requests	
Chapter Five – Responsibilities of FLIN Libraries	13
Chapter Six – Protocols	14
Tier One – Local or Other Reciprocal Agreements	
Tier Two – Statewide	
Tier Three – Other Lenders	
Managing FLIN Protocols Using the Custom Holdings Feature of OCLC	
Creating and Using Custom Holdings	
Chapter Seven – Fax and E-Mail Requests	16
Responsibilities of Libraries	
Chapter Eight – How to Join FLIN	18
Appendix I – Florida’s Multitype Library Cooperatives	19
Appendix II – Forms	20
Sample FLIN Interlibrary Loan Fax Form	
Florida Library Information Network Agreement	
FirstSearch Information Form	

Introduction

What is FLIN?

The Florida Library Information Network, commonly referred to as FLIN, is a statewide cooperative network for interlibrary loan and resource sharing. FLIN was established in 1968 so that all Florida residents could have access to information and materials held in Florida's libraries. FLIN is one part of the Florida Library Network.

The Role of the State Library and Archives of Florida

The State Library and Archives of Florida develops policy that guides the activities of the Florida Library Information Network and serves as network administrator. The State Library and Archives of Florida shares responsibility for coordination and administration of the network with the six multitype library cooperatives.

Policies, Protocols, and Procedures

FLIN is administered through policies, protocols, and procedures that govern activities and services pertaining to interlibrary loan and resource sharing within Florida, whether conducted through manual or automated systems. FLIN policies, protocols, and procedures define the roles and responsibilities of borrowing and lending libraries and agencies. This manual covers the policies, protocols, and procedures for FLIN members.

FLIN policies, protocols, and procedures conform to the *Interlibrary Loan Code for the United States*, approved by the Reference and User Services Association, American Library Association, February 8, 1994, revised 2001. This document can be found online at <http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm>.

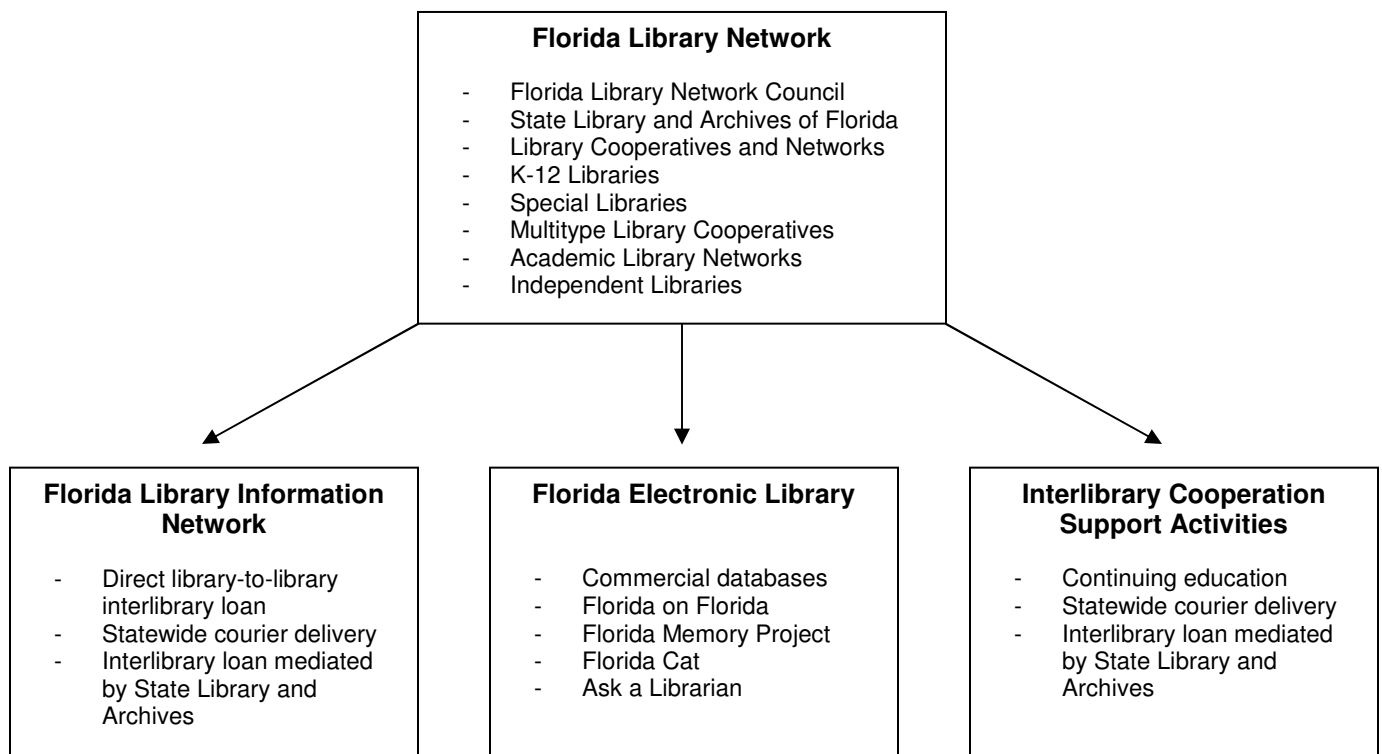
Resource Sharing Environment

FLIN is based on the use of Online Computer Library Center, an international database of library holdings, and its associated telecommunications infrastructure. OCLC is the major system supporting FLIN. However, the development of shared integrated library systems, the Z39.50 standard, and the Internet has created additional possibilities for interlibrary cooperation and the exchange of bibliographic data.

Chapter One – The Florida Library Network

The Florida Library Network

The Florida Library Network is an umbrella structure representing all types of libraries. It includes the Florida Library Network Council; the State Library and Archives of Florida; the multitype library cooperatives; the existing networks such as the Florida Center for Library Automation, College Center for Library Automation, and SUNLINK; and individual libraries. The following schematic diagram shows key components of the Network.



The State Library and Archives of Florida is the administrative host for the Florida Library Network. It is responsible for the development and coordination of library networking and the provision of advice and consultation to support such activities.

The Florida Library Network Council

The Florida Library Network Council provides advice to the State Library and Archives on the development of policies and issues related to statewide networking. This council includes representatives from all types and sizes of

libraries throughout Florida, the six multitype library cooperatives, the Florida Center for Library Automation, the College Center for Library Automation, and the State Library and Archives of Florida.

Multitype Library Cooperatives

Chapter 257.40-42, Florida Statutes authorizes the creation of library cooperatives. There are six multitype library cooperatives in Florida. Library cooperative operations are funded in part with federal and state grant funds administered by the State Library and Archives, along with local dues. The cooperatives provide a variety of programs including training, document delivery, shared or linked automated systems, continuing education, retrospective conversion of local holdings, and coordination of resource sharing.

Shared Statewide Systems

The Florida Legislature created the Florida Center for Library Automation and the College Center for Library Automation to develop and operate shared automated library systems for Florida's public universities and public community colleges, respectively. SUNLINK, the state-level effort through the Florida Department of Education, supports library automation in the K-12 public schools. These statewide, single-type shared systems (WebLUIIS through FCLA and LINCC through CCLA) and SUNLINK have been grouped throughout this document with the membership-based library cooperatives. These organizations do not share the membership aspects of MLCs (such as dues, governance, and participation contracts), and may have legal strictures on their activities.

Participation

Participation in the Florida Library Information Network includes every library in the state that chooses to loan and borrow materials from other libraries. The more libraries participate, the more effectively and efficiently the network works, and the more benefits accrue to both Florida libraries and all Florida residents. Participants agree to freely share their materials and to place their holdings in the statewide database.

Chapter Two – Resource Sharing Philosophy and Policies of the Florida Library Information Network

Library Networking: A Common Vision

The following statement is taken from the Library of Congress Network Advisory Committee's "Library Networking: Statement of a Common Vision."

"Our common vision of networking is an environment in which libraries can provide each individual in the United States with equal opportunity of access to resources that will satisfy their and society's information needs and interests. All users should have access on a timely basis to the information they require without being faced with costs beyond their own or society's means.

To realize this vision, there must be technical and intellectual sharing of resources between the public and private sectors; local, state, and federal governments must fulfill their various responsibilities to individuals and society; and the diverse missions of the several types of libraries must be accommodated. As this vision becomes a reality, there will emerge a diverse but coordinated structure of networks rather than a monolithic one. Active research, rapidly developing technology, collaborative leadership, common standards, and shared communications will provide means by which the system will be further shaped as an interlocking series of local, state, regional, national, and international relationships that are capable of serving the nation's information needs."

Freely Shared Resources

A primary goal of the Florida Library Network is to enable the free sharing of resources among the libraries of Florida in order to provide full access for the citizens of Florida to the information and materials held in those libraries. Free access to information contributes to the quality of life and promotes the economic, social, and educational development of all segments of the population.

Responsibility to Primary Clientele

Every library has a responsibility to provide for the needs of patrons in its service area. They should be considered before extending service to others. However, to provide service to its own clientele, the library has the need and obligation to reach beyond its own resources to obtain information and materials that are not in its own collections, regardless of format. The *Interlibrary Loan Code for the United States* affirms that "the sharing of material between libraries is an integral

element in the provision of library service and believes it to be in the public interest to encourage such an exchange.” Florida libraries should establish and maintain an interlibrary loan policy for borrowers and make it easily available to patrons.

The mission to serve a library's primary clientele may have multiple facets and be broadly defined. Examples include:

- State-supported university and community college libraries have as their primary responsibility the provision of service to support the curriculum and research of their students and faculty. As an added duty, these publicly supported institutions expect to contribute to the intellectual, economic, and social wellbeing of the community and the state.
- The role of the public school is generally conceived as being more than curriculum-centered instruction of a specific age group. As an essential part of the community, the public school and its library expect to contribute to the wellbeing of the entire community.

Mutual Benefit and Reciprocity

Each library must be able to draw upon the materials and information contained in other libraries and agencies in order to reach beyond the resources contained in its own collections to satisfy the needs of its specific clientele. Materials are shared among libraries in many ways, including informal and structured arrangements.

Participation in resource sharing arrangements is carried in the spirit of the library's social responsibility, and does not necessitate compensation because there is benefit to both the lending and borrowing library.

Distribution of Workload and Responsibility

With the evolution of information needs, there has been a tremendous growth in the volume of resource sharing. The analysis of FloridaCat reveals that there is a high degree of unique holdings among libraries. Technology allows for the responsibility to share resources to be distributed among the entire network. It is possible to distribute interlibrary loan requests to both small and large libraries.

The concept of strategic distribution of workload led Florida to employ the use of a union database of holdings and accompanying protocol system to enable the efficient distribution of interlibrary loan requests. The protocols defined in this manual have proved to bring about equitable distribution of requests for materials among FLIN lending libraries. The State Library and Archives of Florida supports FLIN expansion, and encourages all libraries to work toward eventual participation as lenders.

Formal Agreements

To participate in FLIN, libraries are required to sign formal resource sharing agreements with the State Library and Archives of Florida. This Manual guides the use of the privileges available through FLIN.

Roles and Responsibilities of the State Library and Archives and FLIN

The State Library and Archives of Florida is the administrative host for the Florida Library Network and FLIN. It has the primary responsibility for the development and coordination of library networking activities, and the provision of advice and consultation to support such activities.

The State Library and Archives' activities in managing FLIN include the following:

- Facilitate the development and acceptance of statewide interlibrary loan policy agreements through the Florida Library Network Council.
- Facilitate the development of the state union database by supporting retrospective conversion and bibliographic database development.
- Review applications for FLIN membership and accept or reject applications.
- Maintain records that document the FLIN membership and the level of resource sharing and ILL activity.
- Report to the FLIN membership regarding development of the Florida Library Network and FLIN activity.
- Assist libraries to participate in interlibrary loan.
- Mediate borrowing/lending problems that cannot be resolved at the local or regional level.

For more information, contact the State Library and Archives' Office of Information Access Services at (850) 245-6641 or SUNCOM 205-6641.

Roles and Responsibilities of Florida's Multitype Library Cooperatives and FLIN

All six of Florida's multitype library cooperatives provide services for FLIN members. However, the approach used to provide services is determined locally by the cooperative's Board of Directors. Contact the cooperative's office for more

information. A list of the six regional multitype library cooperatives can be found in Appendix I.

Each cooperative offers the following services:

- Facilitates the FLIN membership application process for libraries.
- Facilitates training for new FLIN members.
- Facilitates the initial loading of bibliographic holdings in the statewide union database.
- Facilitates union listing of serial holdings.
- Facilitates ongoing maintenance of FLIN member holdings.
- Certifies participation in FLIN by all within the region.
- Facilitates the development of resource sharing plans.
- Mediates problems in lending and borrowing within the region.
- Facilitates the sharing of information about new developments in interlibrary loan and resource sharing by hosting a forum where such discussions can take place on a periodic basis.

Chapter Three – General Policies of the Florida Library Information Network

There is free exchange of materials consistent both with the policies and responsibilities prescribed in this manual, and with the library's customary lending policies. This includes, but is not limited to the following:

- Materials borrowed on interlibrary loan are the responsibility of the borrowing library until received again by the lending library.
- Fees or costs associated with damages or loss are the responsibility of the borrowing library regardless of whether or not the cost/fee can be recovered from patrons.
- All communication concerning lost materials should be between the borrowing and lending libraries.

The library will make every effort to provide material and services that are sufficient to meet the minimum needs of its own clientele. The library should not be considered simply as a switching point for referring requests to other agencies. Interlibrary loan should not be used for these purposes:

- To fill heavy local demand for popular titles such as those currently on bestseller lists or materials currently checked out to other patrons.
- To borrow a book that the requesting library owns but will not circulate.
- To borrow materials that the requesting library owns in electronic format. Exceptions can be made to this policy (for example, when the electronic format is not comprehensive, or lacks charts or other pertinent illustrations).

Borrowing libraries must accept the responsibility to abide by restrictions on "use in library only" and "no photocopy, no renewals, etc." materials. Otherwise, rare or expensive material may be lost and interlibrary loan privileges jeopardized. If the material is sent for "use in library only," the lending library expects to find it at the borrowing library at all times, and may contact the borrowing library for information contained in the material.

Requests filled by FLIN libraries are supplied without charge with the following exception; if the material supplied by another FLIN library exceeds 25 pages, the supplying library is permitted to charge a recovery fee for the additional photocopying or printing. This cost recovery charge can be passed on to the patron.

If material is supplied by a non-FLIN library and that library charges for the material, the cost of the material may be passed on to the patron.

Requesting libraries will obtain as much information as possible from the library patron. This is extremely important since the staff of FLIN supplying libraries do not have an opportunity to communicate directly with the library patron.

Borrowing libraries will observe the date due and return the material so that the lending library receives it by the date due. Borrowing libraries will respond promptly to recall notices.

Borrowing libraries can return materials via the Florida Library Information Network Statewide Ground Delivery System, or via U.S. Postal System library rate, unless requested otherwise by the lending library. Insure materials if requested.

All Florida libraries that are members of FLIN are eligible to participate in the Florida Library Information Network Statewide Ground Delivery System, commonly known as DLLI, which provides pickup and delivery of interlibrary loan materials for over 200 libraries throughout Florida. Library Services and Technology Act grant funding is used to supplement matching funds paid by the participating libraries. Libraries that are members of a multitype library cooperative arrange DLLI delivery through their cooperative. Libraries that are not members of an MLC should contact the Tampa Bay Library Consortium at (800) 622-8252 or deliver@tblc.org.

Borrowing libraries should contact the lending library directly when requesting renewals, responding to overdue notices, or paying for lost material.

Chapter Four – Guidelines for Interlibrary Loan Copyright Compliance

Each interlibrary loan service point should have readily available a copy of the Copyright Law of the United States of America (Title 17, United States Code, as revised February 1, 1993) Section 107 and 108. The Copyright Clearance Center maintains a Web site at <http://www.copyright.com> with many useful links to additional copyright sites. The information herein is from this Web site.

Accepting Orders for Photocopies

A notice concerning copyright restrictions should be posted at the point where patrons submit interlibrary loan requests. A copy of that notice should be placed on the order form. If fax or e-mail is used, the notice should be presented before the order is accepted. If telephone orders are accepted from patrons, this notice should be read to the patron before accepting the request. Following is a sample notice.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copy request if in its judgment, fulfillment of the request would involve violation of copyright law.

Libraries Requesting Copies

Libraries must indicate copyright compliance on all requests. This is generally done by indicating that the request complies with CCG Copyright Compliance Guidelines or CCL Copyright Compliance Law.

"CCG" indicates that the request is for a copy from a periodical which falls into the "suggestion of five timeline" (see below) and will be counted. "CCL" is indicated if the periodical is over five years old, is a title on order, is a title that is owned but the issue is missing, or royalty arrangements are being made. For non-periodicals (for example, sections of a book), the library is limited to five requests per year during the entire term of copyright.

ILL Suggestion of Five Timeline

The ILL Suggestion of Five Timeline is defined as follows: a borrowing library may make five requests from one periodical title per year within a five-year publication span.

For example, in the year 2006, a library may make five requests from one periodical title published between 2002 through 2006. This is *per library*, not *per patron*.

If the library has a need for more than five items from a periodical title within these dates, it is required to either:

- Subscribe to the periodical, or
- Order further copies through a document delivery service that pays royalties, or
- Join the Copyright Clearance Center or other center that has royalty agreements with publishers and pays the publisher the royalty for the library.

The *requesting* library must maintain records of all *filled* requests for copies of any materials falling under the CCG and retain those records until the third calendar year after the year in which the requests were made.

Supplying Photocopy Requests

No request for a copy of any material should be filled unless the request is accompanied by an indication that the request is in compliance with copyright guidelines.

Section 108(a) of the Copyright Law states:

"(a) Except as otherwise provided in this title and notwithstanding the provisions of section 106, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, or to distribute such copy or phonorecord of a work, except as

provided in subsections (b) and (c), or to distribute such copy or phonorecord, under the conditions specified by this section, if –

(1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;

(2) the collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and

(3) the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phonorecord that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by."

NOTICE: The information in this section is not intended to be legal advice. Members should seek the advice of legal counsel and refer to all applicable laws in regard to copyright matters.

Chapter Five – Responsibilities of FLIN Libraries

In addition to the general policies listed in Chapters 2 through 4, all FLIN libraries are requested to be responsible for the following:

- Share machine-readable records for inclusion in the state database, which is currently OCLC.
 - Cataloging members of OCLC/SOLINET agree to maintain the library's bibliographic database and participate in the serials union list in OCLC.
 - Libraries which do not use OCLC for cataloging, with machine-readable records in MARC format, agree to permit the loading of those records and the setting of the holdings information and/or participate in the serials union list in the OCLC database.
 - Libraries with records in the OCLC database agree to allow their bibliographic records to be used in off-line products produced from the OCLC database for resource sharing activities of Florida libraries.
 - Libraries with collections comprised of at least 75 percent serials agree to participate in the serials union list in OCLC.
- Provide the State Library and Archives with appropriate statistical and narrative reports as requested.
- Identify themselves as FLIN libraries in the "borrowing information" section of the OCLC interlibrary loan request form. (If a library participates in other resource sharing agreements, such as SOLINE, it can include that information in this section as well.)
- Follow FLIN library protocols listed in Chapter 6.
- Note changes in interlibrary loan service in the library's OCLC Policies Directory record.
- Check the library's OCLC request manager every day and update transactions in a timely manner.

Chapter Six – Protocols

Tier One – Local or Other Reciprocal Agreements

Examples of "local" would be CFLC, NEFLIN, PLAN, SEFLIN, SWFLN, TBLC, or libraries requesting material from each other in their local cooperative. Libraries close in proximity which are not in a cooperative are included in tier two.

Examples of "other" would be FCLA, CCLA, law libraries, and other libraries with formalized statewide reciprocal agreements.

Tier Two – Statewide

Tier Two consists of all other FLIN libraries, requesting first from those libraries listed as owning the material which are closest in proximity.

Tier Three – Other Lenders

Libraries should next submit requests to other lenders. The Health Sciences Center Library of the University of Florida should be considered the library of last resort for medical materials.

Managing FLIN Protocols Using the Custom Holdings Feature of OCLC

Custom holdings is an optional feature of OCLC Resource Sharing that allows a library to define groups of preferred lenders and then organize them online, thus reducing keystrokes and the need to trace how often a lender is used. If established correctly, a Custom Holdings Group can enhance a library's ability to manage adherence to the FLIN protocols.

It is not recommended that you establish Custom Holdings capability for the entire FLIN group. This approach could cause conflicts with FLIN protocols. When establishing the Custom Holdings Group Record, a library should follow the FLIN protocols listed above, i.e., starting with other libraries within your library's group (Tier One), and moving from there to libraries corresponding to Tier Two based upon geographic proximity. It is possible to create and use more than one Custom Holdings Group Record to correspond with each tier of the FLIN protocols.

Creating and Using Custom Holdings

Information about how to establish and use Custom Holdings is available from OCLC. Custom Holdings and Holding Paths are created using the Administrative

Module of FirstSearch. More detailed information is available online at <http://www.oclc.org/support/documentation/firstsearch/managing/adminref/default.htm>. The link on this page to “Administer Staff ILL settings” provides the most current information on the subject.

Chapter Seven – Fax and E-Mail Requests

Responsibilities of Libraries

Interlibrary loan requests needed in a faster turnaround time than OCLC can provide may be requested via fax or e-mail. Use of fax or e-mail requests are governed by the local policy of both the requesting and lending institution. Libraries should check the policies of the lending library before sending a request using e-mail or fax.

Libraries using such mechanisms for requesting materials for their patrons are required to follow the policies and protocols set out in Chapters 2 through 4 of this manual.

When using fax or e-mail to expedite ILL requests, the same information should be included in the electronic request as in the ALA Interlibrary Loan Request Form. Currently, there is no standard in Florida for what an electronic ILL request form should include. For example, some libraries simply type an ALA Interlibrary Loan Request form and incorporate it into the body of their e-mail message.

The Reference and Adult Services Management and Operation of User Services Interlibrary Loan Committee has suggested "Guidelines and Procedures for FAX and Electronic Delivery of Interlibrary Loan Requests and Materials." For these "Guidelines," see *Reference Quarterly* 34, no. 1 Fall 1994, pp. 32-3; or *Interlibrary Loan Practices Handbook*, 2d ed., 1996, by Virginia Boucher. The "Guidelines" were approved by the Reference and Adult Services Division Board of Directors in February 1994 and should be adhered to by FLIN libraries wishing to participate in ILL activities using these mechanisms. A sample fax form that can be used by FLIN libraries is included in Appendix II. An example of an ILL form may be found online at <http://www.ala.org/ala/rusa/rusaprotocols/referenceguide/illformprint.doc>.

Libraries receiving electronic requests should adhere to the following guidelines for responding:

- Respond within the time indicated on the request.
- Requests to have material sent by fax are prompted by a patron's need for faster document delivery than is available through the courier or first class U.S. mail. It is the responsibility of the staff at each requesting library to determine whether or not the request fits this definition. It is permissible for the supplying library to fax the document directly to the requesting patron, but only if both the requesting library and borrowing library agree to support direct service to the end user.

- In addition, libraries using OCLC will include the message "SEND BY FAX" in the (1) "borrowing notes" field and (2) "title" field. By placing the message in the "title" field, it will alert the supplying library to identify the request as one in which the material should be supplied using fax.

Chapter Eight – How to Join FLIN

FLIN members are libraries who agree to lend materials to and photocopy materials freely for other FLIN members. In order to become a participant in FLIN, each library shall complete, sign, and submit the FLIN Agreement. The agreement should be signed by an official of the organization who has the authority to commit the library to the conditions of participation. A sample of the agreement is included in Appendix II. Two copies with original signatures should be submitted to the State Library and Archives of Florida. The State Librarian will sign both copies and return one to the participating library.

In order to take advantage of the full extent of resource sharing opportunities in Florida, libraries are also encouraged to join one of Florida's six multitype library cooperatives at the same time they join FLIN. Florida's cooperatives play a unique role in facilitating resource sharing in the state. Chief among those activities is their role of FLIN Group Leader for the region the cooperative serves.

While it is not a requirement that a library wishing to participate in FLIN join a cooperative, membership in a cooperative enhances the benefits available. For more information about joining a cooperative, contact the cooperative office nearest you. A list is provided in Appendix I.

Libraries that are joining FLIN concurrent to membership in one of Florida's multitype library cooperatives should have the cooperative office facilitate the FLIN membership application process. This will ensure that FLIN profiling in OCLC can be coordinated with profiling for the cooperative's regional resource sharing group.

Libraries who wish to use FirstSearch to request items through the State Library need to complete the FirstSearch Information Form, which is included in Appendix II. Information and instructions for FirstSearch requests are available from the State Library and Archives' Office of Information Access Services at (850) 245-6641 or SUNCOM 205-6641.

For more information about joining FLIN, contact:

Program Manager, Office of Information Access Services
State Library and Archives of Florida
500 S. Bronough St.
Tallahassee, FL 32399-0250
(850) 245-6641

Appendix I – Florida’s Multitype Library Cooperatives

CFLC (Central Florida Library Cooperative)
Marta Westall, Executive Director
431 E. Horatio Ave., Suite 230
Maitland, FL 32751
(407) 644-9050

NEFLIN (Northeast Florida Library Information Network)
Bradley Ward, Executive Director
2233 Park Ave., Suite 402
Orange Park, FL 32073
(904) 278-5620

PLAN (Panhandle Library Access Network)
William P. Conniff, Executive Director
5 Miracle Strip Loop, Suite 8
Panama City Beach, FL 32407
(850) 233-9051

SEFLIN (Southeast Florida Library Information Network)
Tom Sloan, Executive Director
Office 452
S.E. Wimberly Library
Florida Atlantic University
777 Glades Road
Boca Raton, FL 33431
Phone: (877) 733-5460 (toll-free)

SWFLN (Southwest Florida Library Network)
Sondra Taylor-Furbee, Executive Director
12751 Westlinks Drive
Building III, Unit 7
Fort Myers, FL 33913
(239) 225-4225

TBLC (Tampa Bay Library Consortium)
Charlie Parker, Executive Director
1202 Tech Blvd., Suite 202
Tampa, FL 33619
(813) 622-8252

Appendix II – Forms

- Sample FLIN Interlibrary Loan Fax Form
- Florida Library Information Network Agreement
- FirstSearch Information Form

Sample FLIN Interlibrary Loan Fax Form

MATERIAL NEEDED BY (date & time): _____

NAME OF REQUESTING LIBRARY: _____

PHONE NUMBER (Voice): _____ FAX NUMBER: _____

Date: _____ Time Sent: _____ Patron Name: _____ Max Cost: _____

Sent To: _____

Check only one of the following:

() Request for Photoduplication. Copyright Compliance: CCG () CCL ()

() Request for Missing Pages. CCL ()

() Request for Loan: Book () Microform () Other
(Specify) _____

SUPPLY THE FOLLOWING INFORMATION:

Periodical or Book Title: _____

Publisher: _____ Copyright Date: _____

Author: _____

Article Title: _____

Vol: _____ No: _____ Date: _____ Page Numbers: _____

Verification: _____

Please send material or response via: FAX () MAIL () E-MAIL () OTHER _____

FAX RESPONSE: Request Received Via FAX () OCLC () OTHER _____

RESPONSE SENT VIA: FAX () MAIL () E-MAIL () OTHER _____

UNABLE TO FILL REQUEST. REASON: _____

COMMENTS: _____

Florida Library Information Network Agreement

By signing and submitting this form, the institution identified below agrees to participate in the Florida Library Information Network and adhere to all FLIN requirements as outlined herein, including the following:

As a participant in FLIN, we agree to the following.

1. To commit to resource sharing with all FLIN members.
2. To provide loans of all circulating monographic (returnable) items to all FLIN members at no charge.
3. To provide photocopies for a maximum of 25 pages per bibliographic citation to FLIN members at no charge (a cost recovery charge for photocopies exceeding 25 pages limit is permissible and may be determined by the lending library).

Director: _____

Institution: _____

Library: _____

Address: _____

Building/P.O. #: _____

City/State/Zip: _____

OCLC Symbol: _____

Phone: _____

Fax: _____

E-mail: _____

This agreement shall remain in force until the Library below requests a cancellation in writing.

Signed: _____
Institution/Library Director

Signed: _____
State Librarian

Date: _____

Date: _____

Submit agreement to:

Program Manager, Office of Information Access Services
State Library and Archives of Florida
500 S. Bronough St.
Tallahassee, Florida 32399-0250

FirstSearch Information Form

Please provide the information requested below and return this form, complete with the signatures of the library director and the ILL librarian, to:

Program Manager, Office of Information Access Services
State Library and Archives of Florida
500 S. Bronough St.
Tallahassee, Florida 32399-0250

Library Name: _____

Library Director: _____

ILL Librarian: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Alternate E-mail: _____

Library Director

ILL Librarian