

## Agreement to participate in the *JerseyCat* and Interlibrary Loan System

---

(Library Name)

agrees to participate in the *JerseyCat* and Interlibrary Loan System.

*JerseyCat* and Interlibrary Loan System is a voluntary network established by the NJ State Library and Regional Library Cooperatives to provide for a system of resource sharing for the benefit of member libraries and residents of New Jersey. The NJ State Library assumes responsibility for maintaining data contained in *JerseyCat*, and will enter into agreements with vendors and other parties on behalf of participants.

### **A. As a participant, the library agrees to perform the following:**

1. Abide by the policies and procedures established by the NJ State Library and the NJ Interlibrary Loan Code.
2. Provide a minimum of one interlibrary loan workstation meeting System standards.
3. Participate in the Interlibrary Loan System through:
  - a. Provision and maintenance of appropriate Internet access.
  - b. Lending to New Jersey Library Network member libraries in accordance with local policies.
  - c. Monitoring the interlibrary loan system each weekday the library is open and timely response to requests within two working days.
  - d. Providing Z39.50 access to our catalog, as technology permits, OR providing MARC II machine readable data for inclusion in the union database.

### **B. If the library is part of the statewide union catalog, the library agrees to:**

1. Make existing MARC II machine-readable bibliographic data available for inclusion in the database.
2. Provide MARC II machine-readable bibliographic records for all new acquisitions for inclusion in the database.
3. Maintain the currency of all machine-readable records in the database through the provision of information on deletions and changes in appropriate MARC II machine-readable form.
4. Provide reports and participate in testing and evaluation of the system as required by the NJ State Library and Regional Library Cooperatives.
5. Pay any charges imposed by Auto-Graphics if bibliographic or other input is not in MARC format upon arrival at Auto-Graphics.

### **C. The NJ State Library agrees to perform the following at no cost to the library:**

1. Maintain the *JerseyCat* database, including merging and updating of records.
2. Administer the system on behalf of participants.
3. Make available to each participant access to *JerseyCat* via a unique web address via the Internet.
4. Provide training for interlibrary loan staff at a regional location.

### **D. Should the library wish to withdraw from *JerseyCat*:**

1. The library agrees to inform the NJ State Library in writing of its intent to withdraw two (2) months in advance.
2. The library agrees that it will continue to respond to interlibrary loan requests on the system until a mutually agreed date within two months of notice of withdrawal.

## Authorization

I, hereby, authorize the following library to participate in *JerseyCat* and Interlibrary Loan System.

Library \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Officer Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_