

## Indiana SHARE Requirements

Effective 1 July 2017

### Requirements for NEW INDIANA-SHARE members:

- Indiana-based public libraries (limited to one location per institution), school (K-12) libraries, or special libraries.
- Participants must subscribe to at least one-day a week service to *INfo Express*
- Participants must not be using any other automated ILL system (e.g. Docline, OCLC ILL)

### Requirements for Existing INDIANA-SHARE members and for libraries needing service for more than two (2) years:

- Libraries are encouraged to have a plan in place to become self-sufficient for resource sharing.
- For existing *Indiana SHARE* members, years will be measured from July 1, 2016.
- Starting July 1, 2017, participants will be billed \$5 per request on a quarterly basis for the cost of each *Indiana SHARE* request submitted which is over their borrowing limits threshold.
- Libraries participating in *Indiana SHARE* agree that they will NOT charge back to the user for the cost of the service.
  - The presence of any charges for interlibrary loan service, other than reimbursement for actual direct photocopy and postage costs by any *Indiana SHARE* member is cause for immediate dismissal from the program.
- Libraries that end subscriptions to an automated ILL system and/or OCLC cataloging in order to join *Indiana SHARE* will be expected to share the costs of the program by paying a minimum of \$5 for each request submitted.

### Borrowing Limits:

- Academic Libraries:
  - Requests will be billed at \$5 for each request submitted.
  - Cost sharing fees will go into effect starting July 1, 2017.
- School Libraries [K-12]:
  - Can place up to 250 requests annually without a charge.
  - Requests in excess of that level will be billed at \$5 for each request submitted.
  - Cost sharing fees will go into effect starting July 1, 2017.
- Class A Public Libraries:
  - Requests will be billed at \$5 for each request submitted.
  - Cost sharing fees will go into effect starting July 1, 2017.
- Class B and C Public Libraries:
  - Can place up to 250 requests annually without a charge.

- Requests in excess of that level will be billed at \$5 for each request submitted.
- Cost sharing fees will go into effect starting July 1, 2017.
  
- **Out of Standards Public Libraries:**
  - Requests will be billed at the rate of \$5 for each request submitted.
  - Cost sharing fees will go into effect immediately upon being found out of standards.
  
- **Corporate / Corporate / For-Profit Libraries:**
  - Requests will be billed at \$5 for each request submitted.
  - Cost sharing fees will go into effect starting July 1, 2017.
  
- **Institutional / Governmental Libraries: [Approved]**
  - Can place up to 250 requests annually without a charge.
  - Requests in excess of that level will be billed at \$5 for each request submitted.
  - Cost sharing fees will go into effect starting July 1, 2017.

**Note:** *Book Club requests (requests for multiple copies of the same book, placed at the same time) will be counted as a single request, not as individual requests.*

The borrowing thresholds and costs will be reviewed and revised by the State Library, if necessary, every two (2) years.