

**NEW ZEALAND INTERLOAN SCHEME:
AGREEMENT FOR NON-CHARTER LIBRARIES**

Interloan is a national resource-sharing co-operative for libraries to share their collection resources in order to enhance access to information for the benefit of their own customers/clients, and the people of New Zealand. It is based on values of customer focus, access, fairness, co-operation and sharing.

Libraries using Interloan for requests only, are not participating on a co-operative resource-sharing basis.

1. Definitions

Non-Charter Libraries are members of the Interloan Scheme who are not required to report holdings. While non-charter libraries may both request and supply interloans, their ability to supply interloans to other libraries is constrained if they do not report holdings to Te Puna. Charter libraries may charge non-charter libraries a higher interloan fee to reflect their lack of contribution to the Interloan infrastructure.

Libraries which sign this agreement annually, pay the annual registration fee and continue to comply with the conditions above will be deemed to be Non-Charter Libraries.

2. Conditions

Non-Charter Libraries agree to:

- (a) take due care and responsibility for all items borrowed;
- (b) return or renew items by the due date;
- (c) pay all charges levied by the supplying library in the form and timeframe required by the supplying library;
- (d) comply with s.50-56C and all other relevant sections of the Copyright Act 1994.

3. Monitoring

The following aspects of Non-Charter Libraries participation in the Interloan Scheme will be monitored:

- a. Libraries which fail to institute and maintain a direct debit facility will be prevented from using IBS.

4. Guidelines for Requesting

In the interests of minimising work for suppliers, libraries are encouraged to meet or work towards the following general requirements for requests. The rights of supplying libraries in response to such requests are indicated:

- a. Requesters are encouraged to use standards-compliant electronic request systems (ISO 10160: 1997; ISO 10161-1: 1997 & 10161-2: 1997), e.g. Te Puna Interloan, wherever possible.

Supplying Libraries may either:

- (i) Accept manual and non-compliant electronic requests and proceed as usual;
or
- (ii) Accept manual or non-compliant electronic requests but negotiate a price differential for them; or
- (iii) Refuse to accept manual or non-compliant electronic requests.

- b. Requesters are expected to provide sufficient, accurate bibliographic details for all requests wherever possible.

Supplying Libraries may either:

- (i) Accept incomplete requests and proceed as usual; or
- (ii) Negotiate a higher charge for any extra bibliographic work required; or
- (iii) Reserve the right to give incomplete requests lower priority; or
- (iv) Refuse to accept requests with incomplete bibliographic details and return them to the requester.

- c. Supplying libraries may refuse to supply items to libraries which fail to make payments on time.

Agreed on behalf of _____ Library

Signed: _____ Library Manager

Print _____ Library Manager

_____ Library Address

Date: _____

Annual Registration Fee

Member of LIANZA	NO FEE
Non-Member of LIANZA	\$150.00 + GST

Return completed form to:

LIANZA
PO Box 12-212
WELLINGTON