

## **Interlibrary Loan/Delivery Addendum to the Central Iowa Collaborative Collections Initiative (CI-CCI) Memorandum of Understanding (MOU)**

Participating institutions agree to a common 10-week loan period with no renewals. Items may be recalled after 3 weeks.

All “ILL eligible” materials, not just those on retention lists, will be shipped to participating institutions via expedited means. Requests received before noon on weekdays will be processed and shipped the same day to ensure arrival at the requesting library in the shortest amount of time possible.

Borrowing institutions may return materials via standard means, unless the lending library specifically requests a faster method for a particular item. Items that are recalled will always be returned via expedited means.

Where possible, participating institutions will cross train staff to ensure continued service in cases of illness or vacation.

When trained staff members are unavoidably unavailable, OCLC (Online Computer Library Center, Inc.) notifications will be used to indicate that a library is unable to fulfill requests.

The Directors Committee may appoint an Interlibrary Loan /Delivery Task force to resolve related issues or suggest changes to the Interlibrary Loan/Delivery Addendum with a minimum of one annual meeting suggested.

Revised Date: June 4, 2013

By signature below, the following official representatives acknowledge having read and understood the agreement and document and agree to be bound by its terms and conditions.