SEO Consortium
Principles of Cooperation

❖ The SEO Advisory Committee would like to encourage SEO member libraries to accept library cards from any other SEO member library provided the user's card is in good standing. The Committee understands there are valid reasons a user may request a card from your library (access to databases and other location or library-specific resources). It is encouraged to refrain from issuing a new library card to a user with delinquent charges at any of the member libraries.

❖ Libraries are encouraged to edit (not remove/delete) another library's user record when new or more accurate information is provided by the user. (i.e. address, phone numbers, email address). If the user requests to have a card deleted, please have the attached form signed by the user and fax the completed form to the owning library for the record to be removed. Click here for the available form for a user record that needs deleted.

❖ Libraries will share any circulating resource with all member SEO libraries. Requests will be filled in accordance with the requesting library's policies.

❖ The borrowing library is responsible for the circulation, retrieval, and return of borrowed items.

❖ The borrowing library will keep any monies collected from fines and fees involved from lost or damaged material within the SEO Consortium membership to include SEO library materials. Notify the lending library by completing the Lost/Damage Item Form. Click here for contact information for member libraries.

❖ Libraries will use the statewide resource sharing delivery system and pay for contracted delivery costs. A minimum number of delivery days may be required based on volume.

❖ Libraries will process an on shelf list or list of requested materials for loan at least twice a day.

❖ Loan periods will conform to the borrowing library's lending policies including 4 renewals providing the item is not on request. With exception, material identified as 7-day material will only circulate for 7 days at all library locations with the 4 renewals if not on request.

❖ Libraries will be expected to participate in a subscription to CatExpress, a fast and easy Web-based solution for copy cataloging records.

❖ New material formats being purchased by less than 1/3 of the membership libraries will be exempt from the 'general circulating' rules for request and circulation throughout the membership libraries but will circulate at the home library. An example of this is video games. SEO staff will monitor the inclusion of the newer formats and alert member libraries when a change is required for circulation and request by member libraries.