



# SEO Consortium

## Principles of Cooperation

### 1. Library Cards

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.

### 2. User Records

Libraries are encouraged to edit another library's user record when new contact information is provided by the user. (i.e., name, address, phone numbers, email address,).

### 3. Circulating Resources

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

### 4. Borrowed Items

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

### 5. Lost or Damaged Materials

The borrowing library will keep any monies collected from fines and fees involved from lost or damaged material within the SEO Consortium membership. A list of paid lost/damaged items will be e-mailed to the library director or designee each month.<sup>i</sup>

### 6. Delivery

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.

### 7. Running Lists

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

### 8. Loan Periods

Loan periods will conform to the borrowing library's lending policies, including four renewals providing the item is not on request. Materials that do not circulate outside of a library system may have fewer than four renewals.<sup>ii</sup> Loan period options are 7, 14, 21 and 28 days.

- Certain user profiles can have loan periods of more than 28 days. These profiles allow two renewals providing the maximum checkout time does not exceed 182 days or the item is not on request.<sup>iii</sup>

## 9. Cataloging

Libraries will be expected to participate in a subscription to WorldShare Record Manager (CatExpress), a fast and easy Web-based solution for copy cataloging records.

## 10. New Materials

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. 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.

## 11. Display Materials

### Materials borrowed for Display purposes from SEO Member Libraries<sup>iv</sup>

- These items can be checked out for one loan period of 28-days.
- Display material is to be checked out to the XXXDISPLAY account (your library's 3-letter code DISPLAY user). Items will loan for 28-days and show the due date. The Director's email address has been entered on all XXXDISPLAY user accounts to receive an email when those items are overdue, and need returned.
- DISPLAY materials are **not** eligible for auto-renewal.
- **Be mindful not to request in member libraries materials for 'seasonal' or 'hot program topics' etc. when the season or topic is also popular for the owning libraries displays or programs.**
- SEO sends out a monthly reminder on the listservs to check the DISPLAY for items that are overdue, and need returned to the owning library. **Please monitor those items.**
- Items checked out to DISPLAY will **not** be on the 'On shelf with Holds list' but will detail for a hold when checked in for a return.

### For locally owned items on DISPLAY (optional)

- Home locations have been created for use with **your own items** for local displays.
  - Display-Adult
  - Display-Teen
  - Display-Juvenile
- If the home location is changed to one of these options, the item **does not need checked out**.
- This leaves your item available to fill a hold and show up on the 'On shelf with Holds List'.
- The only caveat is that once the item is no longer in the display area, **the home location will need changed to the regular shelf location.**
- If you would like to use these home locations, please create a ticket or call SEO to add them to your home location policy list.

Updated 2/22/2024

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<sup>i</sup> Removed Lost/Damaged Item Form and replaced with monthly report to director/designee by Advisory Committee on 10/22/2021.

<sup>ii</sup> Statement added by Advisory Committee on 10/22/2021.

<sup>iii</sup> Section added by Advisory Committee on 8/19/2020.

<sup>iv</sup> Resolution enacted by Advisory Committee on 8/24/2017.