

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED
hira

November 21, 1975

Dear H.I.R.A. Member:

Attached is a list of the signatories of the Inter-Institutional Loan Agreement among members of Health Instructional Resources Associated (H.I.R.A.).

Enclosed for those member institutions who are not listed as signatories is a copy of the Agreement for reconsideration at your institution.

Health Instructional
Resources Associated
Loan Committee

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED
hira

Health Instructional Resources
Associated (H.I.R.A.) Inter-
Institutional Loan Agreement
Signatories

The Cottage Hospital of Grosse Pointe
Crittenton Hospital
Detroit General Hospital
Detroit-Macomb Hospital Association
Harper Hospital
Holland City Hospital
Little Traverse Hospital
Oakland County Department of Health
Oakland University
Wayne State University - College of Pharmacy
William Beaumont Hospital

Guidelines for Sharing Audio Visual Materials Through
the Michigan Hospital Audio Visual Cooperative Service

1. Secure review of visuals:

A. Method

Formation of a task force

B. Purpose

Preview and evaluate filmstrips and films, write evaluations and recommend viewing audience

2. Check the catalogue for the exact name of the visual(s) and type(s);
e.g., Feeding the Patient, filmstrip

3. Call the organization to request the needed materials

A. Obtain name of person to contact (see Enclosure #1)

B. Or use a request for (see Enclosure #2)

4. Borrowing period - to be worked out between the borrower and the lender.

5. Methods of Pick-Up

A. Mailing (software only)

1. Insurance and postage to be paid by the borrowing institution.
Sender to insure the contents for their approximate worth.

a) Above paid by the sending institution at the Post Office when mailing out.

1. If the package is sent C.O.D., the postage and insurance will be collected at the receiving end, and a money order sent through the mail from the Post Office to the sending institution for reimbursement.

2. Packages may be sent Parcel Post C.O.D. as above.

3. Packages may be sent Special Delivery C.O.D. as above. The package will arrive the same day if received in the Post Office before 2:00 in the afternoon. Special Delivery charge is extra - approximately 60 to 75 cents depending on the area.

b) Receiving institution pays all costs when sending materials back.

2. Extra number of days may have to be allotted for mailing.

B. Pickup (hardware and software)

1. Hardware must be picked up and returned by receiving institution.
2. Software could also be picked up and returned by receiving institution.

6. Loaning

A. If dubbing of video tapes, borrowing institution must bring their equipment to the loaning institution.

B. Filmstrip projectors, overhead projectors, etc., may be borrowed.

7. Mandatory checks before equipment is returned.

A. Rewind films and filmstrips

B. Breakage of equipment - Notify lending institution as soon as possible. The borrowing institution must bear the cost of repair and/or replacement.

C. Damage to software - Attach note of any damage, including breaks in film, etc. The borrowing institution must bear the cost of any damage for which they were responsible.

8. Responsibility assumption forms

Each hospital in the Co-op must sign a form at each time of borrowing, agreeing to assume responsibility for any software or hardware borrowed. (See Enclosure #3)

A. Pick up and return

B. Damage and breakage

9. All hospitals in the Co-op should agree to provide materials when requested if there is no priority need at their own institution during the times requested.

ENCLOSURE NUMBER ONE

Art Center Osteopathic Hospital - 831-6660
Carolyn Hough - Education

William Beaumont Hospital - 549-7000
Dorothy Coye - Nursing Education

Detroit Osteopathic Hospital - 869-1200
Bob Smitka - Audio Visual Department

Pontiac General Hospital - 338-4711
Chris Sak - Audio Visual Department

Sinai Hospital - 272-6000
Gary Glotzhober - Administration
Ann Gradis - Nursing Education

St. Joseph Mercy Hospital, Pontiac - 338-9111
Chuck Pehkonen - Director of Bio Med Photography and Graphics

Wyandotte General Hospital - 284-2400
Phil King - Education
Dewey Little - Community Relations
*Frank Marra - Community Relations - principal agent to call

ENCLOSURE NUMBER TWO

Request form for borrowing A.V. equipment and materials through the MHAV Co-op.

1. Date: _____
2. Name of person requesting material: _____
on staff at _____ Hospital.
3. Dates needed: _____
4. Alternate dates (at least two): _____
5. Equipment needed:
 - a. Hardware _____
 - b. Software name: _____
 - c. Type of Visual: _____
6. Preferred Method of pick up: _____
7. Personnel (for technical assistance and/or resource information):

8. Dubbing of video tape(s): _____

ENCLOSURE NUMBER THREE

Assumption of Responsibility

Name of Hospital: _____

Name of Person Responsible: _____

(please print)

It is understood that the borrower assumes full responsibility for the hardware or software during the time of transportation, and throughout the duration of his/her request until each item is returned to the owner in the same condition as it was loaned.

It is agreed that the borrower make full recompense for any damage or breakage.

The borrower further agrees to insure any materials and/or equipment in the event they are mailed for the amount specified by the lending institution. The amount specified would be that which the lending institution utilized for original mailing.

Signed: _____

Date: _____

MICHIGAN HOSPITAL AUDIO VISUAL COOPERATIVE

AUDIO-VISUAL CONSENT FORM

I, the undersigned, hereby authorize the Michigan Hospital Audio-Visual Cooperative, its member institutions and/or agents, to take photographs, motion pictures, video-tape recordings, and/or auditory recordings for the purpose of presentation or publication.

I understand that this material may subsequently be duplicated and distributed for use by other health care and educational organizations. I authorize such editing, retouching, or modifying of this material as may be determined by the Michigan Hospital Audio-Visual Cooperative, its member institutions and/or agents.

I further authorize the Michigan Hospital Audio-Visual Cooperative, its member institutions and/or agents, to reproduce, distribute, and present such medical information and clinical demonstration as may be required for health care education, knowledge and research.

Signature _____ Date _____

Signature of Parent or Guardian _____

Signature of Witness _____

I request and understand that I will not be identified by name:

Signature _____ Date _____

INTER-INSTITUTIONAL LOAN AGREEMENT
AMONG MEMBERS OF
HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED
(H.I.R.A.)

This is a voluntary agreement adopted by those members of H.I.R.A. which engage in inter-institutional loan of instructional materials for the purpose of promoting better access to biomedical information for health care personnel. Terms contained herein are negotiable among institutions.

- I. DEFINITION: Inter-institutional loans of instructional materials are transactions in which resources are shared by one institution with another.
- II. PURPOSE: Since it is impossible for any one institution to be self-sufficient, inter-institutional borrowing and lending is regarded by the institutions subscribing to this agreement as essentials.
- III. RESPONSIBILITIES:
- A. Each institution entering into this agreement shall regard itself as a lender.
 - B. Each institution will provide the resources necessary to support the purposes of its parent institution and will not assume that inter-institutional lending relieves it of the responsibility of developing its own collection. No institution should depend upon another to supply the normal needs of its clientele.
 - C. Lending institutions will practice as liberal and unrestrictive a policy as possible in loaning of instructional materials with due consideration to the interests of their primary clientele.
 - D. Lending institutions will collect and maintain data concerning their inter-institutional lending operations and will submit this data to the committee when required.
 - E. Borrowing institutions are expected to check their own holdings before requesting any item on inter-institutional loan.
 - F. Borrowing institutions will screen users' requests to determine that they are pertinent to the parent institution's purposes and will reject those requests that are not.
 - G. Borrowing institutions should report any damage or other problems about the conditions of borrowed materials to the lending institutions.

IV. TERMS OF LOAN:

A. EXPENSES

- a. Borrowing institutions will assume any costs charged according to the established policy of a lending institution. These costs may include postage, insurance and in-service charges.
- b. No rental fee shall be levied for loan of instructional materials.

B. LIMITATIONS

- a. Borrowing institutions will honor any limitations on use imposed by a lending institution.
- b. Copyright compliance is the responsibility of a borrowing institution. Copying or duplicating of instructional materials shall be done only after written permission of the copyright holder is obtained.
- c. The safety of borrowed materials is the responsibility of a borrowing institution. A borrowing institution will meet all costs of repair or replacement in accordance with the preferences of a lending institution.
- d. The minimum lending period shall be three days. Exceptions may be negotiated.

C. PLACEMENT OF REQUESTS

- a. Every effort will be made to locate materials through the H.I.R.A. union list prior to request.
- b. Requests may be transmitted by mail, messenger or telephone. A completed H.I.R.A. standard request form should always accompany a request. When mutually agreeable, telephone requests are acceptable and shall be confirmed by the submission of the standard form.
- c. Whenever possible, materials should be picked up and returned in person.

D. FORM OF REQUEST

- a. Material requested must be described as completely and accurately as possible.
- b. The name and status (position or other identifying information) of the individual for whom the information is being requested shall appear on the request form.

E. DISPOSITION OF LOAN MATERIAL

- a. Materials furnished should be returned to a lending institution by the due date and in the original conditions as they were loaned.
- b. Materials furnished may be renewed at the discretion of a lending institution.
- c. Materials furnished are subject to recall at any time and a borrowing institution shall comply promptly.

F. NOTIFICATION AND ACKNOWLEDGMENT

- a. If material cannot be supplied, a lending institution shall indicate promptly the reasons to a borrowing institution (preferably by telephone).
- b. Except in the case of very valuable shipments, no acknowledgment of receipt is necessary. If there is undue delay in receipt of shipments, a borrowing institution shall notify a lending institution so that a search may be initiated.
- c. If any circumstances prevent prompt return, a borrowing institution is responsible for notifying a lending institution on or before the due date.

V. EVALUATION AND AMENDMENT

- A. To provide a means of continuous evaluation of the effectiveness of this agreement in promoting good inter-institutional loan service among the H.I.R.A. members and to provide a means of amending the agreement when necessary. The Resource Sharing Committee will meet at the discretion of the chairperson.
- B. The Resource Sharing Committee will facilitate its continuing analysis of the effectiveness of the Agreement by requiring data concerning inter-institutional lending operations from the H.I.R.A. membership annually.
- C. Any proposed additions or changes shall be presented to the H.I.R.A. membership to be approved or disapproved by a minority vote of the membership. The Resource Sharing Committee shall provide the membership a copy of the proposed additions and/or amendments thirty (30) days prior to the next regularly scheduled meeting.

- VI. VIOLATION OF THE AGREEMENT: If The Resource Sharing Committee determines that there is continued disregard of the provisions of this agreement, this shall be sufficient reason for suspension of borrowing privileges.

* INTER-INSTITUTION LOAN AGREEMENT AMONG MEMBERS OF
HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED (H.I.R.A.)

This is a voluntary agreement adopted by those members of H.I.R.A. who engage in inter-institutional loan of instructional materials for the purpose of promoting better access to bio-medical information for health care personnel.

I. Definition

1. Inter-institutional loans of instructional materials are transactions in which resources are made available by one institution to another.

II. Purpose

1. Since it is impossible for any one institution to be self sufficient, inter-institution borrowing and lending is regarded by the institution subscribing to this agreement as essential.

III. Responsibilities of Lending Institutions

1. Lending institution will practice as liberal and unrestrictive a policy as possible in loan of instructional materials with due consideration to the interests of their primary clientele.
- *2. Lending institutions have the responsibility of informing borrowing institutions and the Loan Procedures Committee of any failure to observe the provisions of this agreement. If necessary, the provisions stated in Section VIII may be invoked.
3. Each institution entering into this agreement shall regard itself as a lender.
- *4. Lending institutions will collect and maintain data concerning their inter-institutional lending operations and will submit this data to the Loan Procedures Committee as required (see Section VIII).

IV. Responsibility of Borrowing Libraries

1. Each institution will provide the resources necessary to support the purposes of its parent institution (e.g. patient care, research) and will not assume that inter-institution lending relieves it of the responsibility of developing its own collection. No institution should depend upon another to supply the normal needs of its' clientele.
2. Borrowing institutions are expected to check their own holdings before requesting any item on inter-institution loan.
3. Borrowing institutions will screen users' requests to determine that they are pertinent to the parent institution's purposes and will reject those that are not.

V. Material Appropriate for Inter-Institution Loans

1. Under the terms of this agreement it is permissible to request on loan any material appropriate to the purposes of the parent institution that is not immediately available from the institution's own collection.

VI. Terms of Loan (cont'd)

6. Notification and Acknowledgment

- a. If the material cannot be supplied, the lending institution shall indicate the reason promptly to the borrowing institution (preferably by telephone).
- b. Except in the case of very valuable shipments, no acknowledgment of receipt is necessary. If there is undue delay in receipt of shipments, the borrowing institution shall notify the lending institution so that a search may be initiated.
- c. If any circumstances prevent prompt return, the borrowing institution is responsible for notifying the lending institution on or before the due date.

VII. Evaluation and Amendment

1. To provide a means of continuous evaluation of the effectiveness of this agreement in promoting good inter-institutional loan service among the H.I.R.A. members and to provide a means of amending the agreement when necessary, the Loan Procedures Committee will meet at the discretion of the chairperson.
- *2. The Loan Procedure Committee will facilitate its continuing analysis of the effectiveness of the Agreement by requiring data concerning inter-institutional lending operations from the H.I.R.A. membership on a monthly basis.
3. Any proposed additions or changes shall be presented to the H.I.R.A. membership to be approved or disapproved by a majority vote of the membership. The Loan Procedure Committee shall provide the membership a copy of the proposed additions and/or amendments thirty (30) days prior to the next regularly scheduled meeting.

VIII. Violation of the Agreement

1. If the Loan Procedures Committee determines that there is continued disregard of the provisions of this agreement, this shall be sufficient reason for suspension of borrowing privileges.

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3. Each institution entering into this agreement shall regard itself as a lender.
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1. Under the terms of this agreement it is permissible to request on loan any material appropriate to the purposes of the parent institution that is not immediately available from the institution's own collection.

V. Material Appropriate for Inter-Institution Loans (con't.)

2. Under the terms of this agreement, borrowing institutions will not ordinarily request:
 - a. Instructional materials in current and/or recurring demand.
 - b. Master copies of instructional materials.
 - c. Multiple copies of a production.

VI. Terms of Loan

1. Expenses

- a. Borrowing institution will assume any costs charged according to the established policy of the lending institution including handling, postage, insurance and service charges.
- b. No rental fee shall be levied for loan of instructional materials.

2. Limitations

- a. The borrowing institution will honor any limitations on use imposed by the lending institution.
- *b. Unless specifically forbidden by the lending institution, it is assumed that copying is permitted, provided that it is in accordance with copyright law and provided that no damage to the original software will result. No copying or duplicating of instructional materials shall be done until after written permission of the lending institution is obtained.
- c. The safety of borrowed materials is the responsibility of the borrowing institution. The borrowing institution will meet all costs of repair or replacement in accordance with the preferences of the lending institution.

3. Placement of Requests

- a. Every effort will be made to locate materials through the H.I.R.A. catalogue prior to request.
- b. Requests may be transmitted by mail, messenger or telephone, using the H.I.R.A. standard request form. When mutually agreeable, telephone requests are acceptable and shall be confirmed by the mailing of the standard form.
- c. Loans will be made only through designated H.I.R.A. representatives.

4. Form of Request

- a. Material requested must be described as completely and accurately as possible.
- b. The name and status (position or other identifying information) of the individual for whom the information is being requested shall appear on the request form.
- c. All forms must carry the signature of the designated H.I.R.A. representative authorized to request loans.
- d. All requests shall be addressed to the designated H.I.R.A. representative of the lending institution.

5. Disposition of Loan Material

- a. Materials furnished:
 1. Should be returned to the lending library by the due date.
 - * 2. May be renewed at the discretion of the lending institution.
 3. Must be returned by the borrower promptly and in good condition.
 4. Are subject to recall at any time and the borrowing institution shall comply promptly.

VI. Terms of Loan (cont'd)

6. Notification and Acknowledgment

- a. If the material cannot be supplied, the lending institution shall indicate the reason promptly to the borrowing institution (preferably by telephone).
- b. Except in the case of very valuable shipments, no acknowledgment of receipt is necessary. If there is undue delay in receipt of shipments, the borrowing institution shall notify the lending institution so that a search may be initiated.
- c. If any circumstances prevent prompt return, the borrowing institution is responsible for notifying the lending institution on or before the due date.

VII. Evaluation and Amendment

1. To provide a means of continuous evaluation of the effectiveness of this agreement in promoting good inter-institutional loan service among the H.I.R.A. members and to provide a means of amending the agreement when necessary, the Loan Procedures Committee will meet at the discretion of the chairperson.
- *2. The Loan Procedure Committee will facilitate its continuing analysis of the effectiveness of the Agreement by requiring data concerning inter-institutional lending operations from the H.I.R.A. membership on a monthly basis.
3. Any proposed additions or changes shall be presented to the H.I.R.A. membership to be approved or disapproved by a majority vote of the membership. The Loan Procedure Committee shall provide the membership a copy of the proposed additions and/or amendments thirty (30) days prior to the next regularly scheduled meeting.

VIII. Violation of the Agreement

1. If the Loan Procedures Committee determines that there is continued disregard of the provisions of this agreement, this shall be sufficient reason for suspension of borrowing privileges.

INTER-INSTITUTION LOAN AGREEMENT AMONG HEALTH INSTRUCTIONAL RESOURCES
ASSOCIATED INSTITUTION LIBRARIES OF METROPOLITAN DETROIT

This is a voluntary agreement adopted by those members of H.I.R.A. who engage in inter-institutional loan of instructional materials for the purpose of promoting better access to bio-medical information for health care personnel.

I - Definition:

1. Inter-institutional loans of instructional materials are transactions in which resources are made available by one institution to another.

II - Purpose

1. Since it is impossible for any one institution to be a self sufficient, inter-institution borrowing and lending is regarded by the institutions subscribing to this agreement as essential.

III - Responsibilities of Lending Institutions

1. Lending institution will practice as liberal and unrestrictive a policy as possible in loan of instructional materials with due consideration to the interests of their primary clientele.
2. Lending institutions have the responsibility of informing borrowing institutions of any failure to observe the provisions of this agreement and, if necessary may invoke the provisions stated in Section VIII.
3. Each institution entering into this agreement shall regard itself as a lender.
4. Lending institutions will collect and maintain data concerning their inter-institutional lending operations and will submit this data to the Loan Procedures (see Section VII) as requested.

IV - Responsibility of Borrowing Libraries

1. Each institution will provide the resources necessary to support the purposes of its parent institution (e.g. patient care, research) and will not assume that inter-institution lending relieves it of the responsibility of developing its own collection. No institution should depend upon another to supply the normal needs of its' clientele.
2. Borrowing institutions are expected to check their own holdings before requesting any item on inter-institution loan.
3. Borrowing institutions will screen users' requests to determine that they are pertinent to the parent institutions's purposes and will reject those that are not.

V - Material Appropriate for Inter-Institution Loans

1. Under the terms of this agreement it is permissible to request on loan any material appropriate to the purposes of the parent institution that is not immediately available from the institutions own collection.
2. Under the terms of this agreement, borrowing institutions will not ordinarily request:
 - a. Instructional materials in current and/or recurring demand.
 - b. Master copies of instructional materials.
 - c. Multiple copies of a production.

VI. Terms of Loan

1. Expenses

- a. Borrowing institution will assume any costs charged according to the established policy of the lending institution including handling, postage, insurance and service charges.
- b. No rental fee shall be levied for loan of instructional materials.

2. Limitations

- a. The borrowing institution will honor any limitations on use imposed by the lending institution.
- b. Unless specifically forbidden by the lending institution, it is assumed that copying is permitted, provided that it is in accordance with copyright law and provided that no damage to the original volume will result. No copying or duplicating of instructional materials shall be done until after written permission of the lending institution is obtained.
- c. The safety of borrowed materials is the responsibility of the borrowing institution. The borrowing institution will meet all costs of repair or replacement in accordance with the preferences of the lending institution.

3. Placement of Requests

- a. Every effort will be made to locate materials through the H.I.R.A. catalogue prior to request.
- b. Requests may be transmitted by mail, messenger or telephone, using the H.I.R.A. standard request form. When mutually agreeable, telephone requests are acceptable and shall be confirmed by the mailing of the standard form.
- c. Loans will be made only through designated H.I.R.A. representatives.

4. Form of Request

- a. Material requested must be described as completely and accurately as possible.
- b. The name and status (position or other identifying information) of the individual for whom the information is being requested shall appear on the request form.
- c. All forms must carry the signature of the designated H.I.R.A. representative authorized to request loans.
- d. All requests shall be addressed to the designated H.I.R.A. representative of the lending institution.

5. Disposition of Loan Material

- a. Materials furnished:
 1. should be returned to the lending library by the due date.
 2. May be renewed upon request.

3. must be returned by the borrower promptly and in good condition.
4. are subject to recall at any time and the borrowing institution shall comply promptly.
6. Notification and Acknowledgement
 - a. If the material cannot be supplied, the lending institution shall indicate the reason promptly to the borrowing institution (preferably by telephone).
 - b. Except in the case of very valuable shipments, no acknowledgment of receipt is necessary. If there is undue delay in receipt of shipments, the borrowing institution shall notify the lending institution so that a search may be initiated.
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2. The Loan Procedure Committee will facilitate its continuing analysis of the effectiveness of the Agreement by periodically requesting data concerning inter-institutional lending operations from the H.I.R.A. membership.
3. Any proposed additions or changes shall be presented to the H.I.R.A. membership to be approved or disapproved by a majority vote of the membership. The Loan Procedure Committee shall provide the membership a copy of the proposed additions and/or amendments thirty (30) days prior to the next regularly scheduled meeting.

VIII. Violation of the Agreement

1. If the Loan Procedures Committee determines that there is continued disregard of the provisions of this agreement, this shall be sufficient reason for suspension of borrowing privileges.

INTER-INSTITUTIONAL LOAN AGREEMENT

AMONG MEMBERS OF

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

(H.I.R.A.)

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- G. Borrowing institutions should report any damage or other problems about the conditions of borrowed materials to the lending institutions.

IV. TERMS OF LOAN:

A. EXPENSES

- a. Borrowing institution will assume any costs charged according to the established policy of a lending institution. These costs may include postage, insurance and in-service charges.
- b. No rental fee shall be levied for loan of instructional materials.

B. LIMITATIONS

- a. Borrowing institution will honor any limitations on use imposed by a lending institution.
- b. Copyright compliance is the responsibility of a borrowing institution. Copying or duplicating of instructional materials shall be done only after written permission of a copyright holder is obtained.
- c. The safety of borrowed materials is the responsibility of a borrowing institution. A borrowing institution will meet all costs of repair or replacement in accordance with the preferences of a lending institution.
- d. The minimum lending period shall be three days. Exceptions may be negotiated.

C. PLACEMENT OF REQUESTS

- a. Every effort will be made to locate materials through the H.I.R.A. union directory prior to request.
- b. Requests may be transmitted by mail, messenger or telephone. A completed H.I.R.A. standard request form should always accompany a request. When mutually agreeable, telephone requests are acceptable and shall be confirmed by the submission of the standard form.

~~c. Loans will be made only through designated H.I.R.A. representatives.~~

- d. Whenever possible, materials should be picked up and returned in person.

D. FORM OF REQUEST

- a. Material requested must be described as completely and accurately as possible.
- b. The name and status (position or other identifying information) of the individual for whom the information is being requested shall appear on the request form.
- c. ~~All forms must carry the signature of a designated H.I.R.A. representative of a lending institution.~~

E. DISPOSITION OF LOAN MATERIAL

- a. Materials furnished should be returned to a lending institution by the due date and in the original conditions as they were loaned.
- b. Materials furnished may be renewed at the discretion of a lending institution.
- c. Materials furnished are subject to recall at any time and a borrowing institution shall comply promptly.

F. NOTIFICATION AND ACKNOWLEDGMENT

- a. If material cannot be supplied, a lending institution shall indicate promptly the reasons to a borrowing institution (preferably by telephone).
- b. Except in the case of very valuable shipments, no acknowledgment of receipt is necessary. If there is undue delay in receipt of shipments, a borrowing institution shall notify a lending institution so that a search may be initiated.
- c. If any circumstances prevent prompt return, a borrowing institution is responsible for notifying a lending institution on or before the due date.

CRITERIA
FOR INCLUSION OF MATERIALS IN THE
HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED (HIRA)
UNION ~~DIRECTORY~~ *list*

1. Material should be about health or health care administration. Patient education material may be included.
2. Only items available for loan should be submitted.
3. Only items dating from 1975 on should be submitted. Older material of a 'classic' nature may be submitted but they will be reviewed by the committee for their usefulness before being included. *5 yrs only*
4. Include only items of a substantive nature. (For example: Generally, a single audio-cassette from a pharmacy company should not be included, but a tape on heartsounds and murmurs may be included.)
5. Do not include in-house productions unless they are of general interest and good quality.
6. Do not include audio-cassette series (eg. Audio-Digest) as these are already listed on Union List of Selected Serials of Michigan (ULOSSEM).

Please use judgement and consider the usefulness of the material being submitted to the local health community. If some material is of questionable use of quality, do not include it. The committee reserves the right to make the final decision on which of the submitted materials will be included in the directory.

HIRA SOFTWARE DATA FORM

NOTE: PLEASE USE ONE FORM FOR EACH ITEM OF SOFTWARE

NEW TITLE _____ WITHDRAWN _____ INFORMATION CHANGE _____

1. SUBJECT: _____

2. TITLE: _____

3. TYPE OF MEDIUM (check all that apply): *specify #*

_____ AC (audiocassette)

_____ VC (videocassette/reel - 3/4 in.)

_____ BP (booklet or pamphlet)

_____ VC (videocassette/reel - 1/2 in.)

_____ FS (filmstrip)

_____ VC (videocassette/reel - 1 in.)

_____ MF (microfilm - reel)

_____ 8 mm regular (reel)

_____ MF (microfilm - cassette)

_____ 8 mm super (reel)

_____ MI (microfiche)

_____ 8 mm super (cartr.)

_____ PD (phonodisc)

_____ 16 mm film

_____ other _____

_____ 35 mm SL (slides)

4. AUTHOR (first author's name only): _____

5. PRODUCER/DISTRIBUTOR: _____

6. YEAR PRODUCED: _____

7. LENGTH: _____ FR (frames) and/or _____ MIN (minutes) *# of cassette*

8. AUDIO: _____ SI (silent) _____ SD (sound)

9. STOCK: _____ B&W (black & white) _____ COL (color)

10. LANGUAGE (if other than English): _____

11. SERIES: _____

12. AUDIENCE: _____ AD (administrative)

_____ MS (medical students)

_____ AH (allied health)

_____ NU (nursing)

_____ CH (community health)

_____ PA (patients)

_____ DE (dentists)

_____ PH (physicians)

_____ GE (general)

_____ other _____

13. INSTITUTION CODE: _____

VII. Evaluation and Amendment

- A. To Provide a means of continuous evaluation of the effectiveness of this agreement in promoting good inter-institutional loan service among the H.I.R.A. members and to provide a means of amending the agreement when necessary, the Loan Procedures Committee will meet at the discretion of the chairperson.
- B. The Loan Procedure Committee will facilitate its continuing analysis of the effectiveness of the Agreement by requiring data concerning inter-institutional lending operations from the H.I.R.A. membership ~~on a monthly basis.~~ *annually*
- C. Any proposed additions or changes shall be presented to the H.I.R.A. membership to be approved or disapproved by a minority vote of the membership. The Loan Procedure Committee shall provide the membership a copy of the proposed additions and/or amendments thirty (30) days prior to the next regularly scheduled meeting.

VIII. Violation of the Agreement: If the Loan Procedures Committee determines that there is continued disregard of the provisions of this agreement, this shall be sufficient reason for suspension of borrowing privileges.

AUDIOVISUAL INTERLIBRARY LOAN

The KOMRML Audiovisual Committee is currently conducting a research project to determine the feasibility of sharing non-print materials through the Region's established interloan network. Though Shiffman's collection has no audiovisual materials, it now contains catalogs of the AV holdings of six Region V participating libraries, to which referrals may be made. These libraries include Cleveland Health Sciences Library, Northeastern Ohio Universities College of Medicine, and the Universities of Cincinnati, Kentucky, Louisville, and Michigan.

Institutions in Shiffman's service area are encouraged to utilize the interloan network for AV needs. Any specific AV citation can be checked against the six participating libraries' catalogs by Shiffman reference staff for verification of ownership. The catalogs vary in format, with most entries containing minimum bibliographic information. None contain subject descriptions or evaluations, such as found in AVLINE. Selection of appropriate AVs by a given subject, or subject bibliographies, are not a part of Shiffman service.

Requests for audiovisuals are sent to Shiffman on the standard ALA interlibrary loan form and referred in the usual manner. Because information for filling a non-print request varies somewhat from print material, the following information must be included: ~~*~~ a) author, producer and distributor, if known, b) media format with the complete title, and c) show date, alternate date (if any), or "first date available". A self addressed mailing label should be attached. ~~*~~

Any questions regarding AV lending or borrowing within the KOMRML network should be addressed to Cathy Carter, Interlibrary Loan Librarian, Shiffman Medical Library, 577-1088.

XC: M. Lynch (3 copies: MDMLG News, MDMLG, HIRA)
F. Gach (FAHSLN)

1/17/79