

H.I.R.A. LOAN PROCEDURES COMMITTEE MEETING

DECEMBER 6, 1974

Meeting opened at 10:12 A.M. with Robert A. Smitka, Mary A. Dery, and Helen Dimanin present.

The Committee revised the Inter-Institution Loan Agreement among members of Health Instructional Resources Associated (H.I.R.A.). A copy of the revised version is attached (revisions marked by asterisk). They worked on a form to be signed by participating institutions. A copy of the form letter is also attached.

A four part form for requests was also discussed. One part is to be used for reporting items lent during the month to the loan procedure committee. The form is a revised version of an A.L.A. Interlibrary Loan Request. The committee recommends that the form use items 5, 7, and 8 from MHAVC guidelines as borrowing procedures to be printed on the back of the borrowing form and also that these procedures be included in the catalog. They recommend that the catalog contain a sample of the filled out borrowing form.

The meeting closed at 12:30 P.M.

## H.I.R.A. LOAN AGREEMENT

"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."

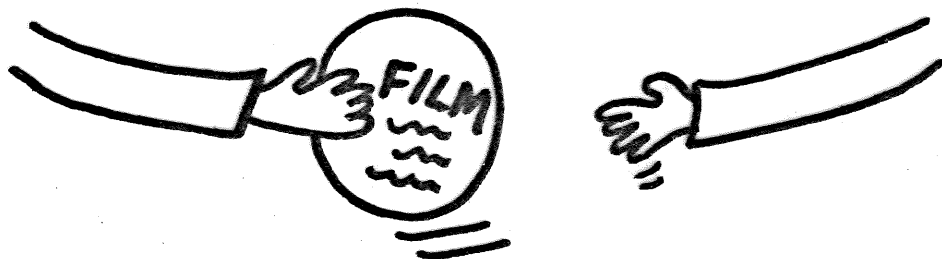


### I. DEFINITION

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

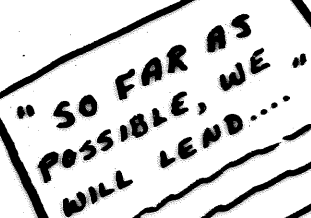
### II. PURPOSE

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

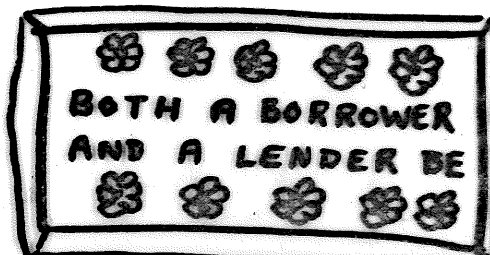


### III. RESPONSIBILITIES OF LENDING INSTITUTIONS

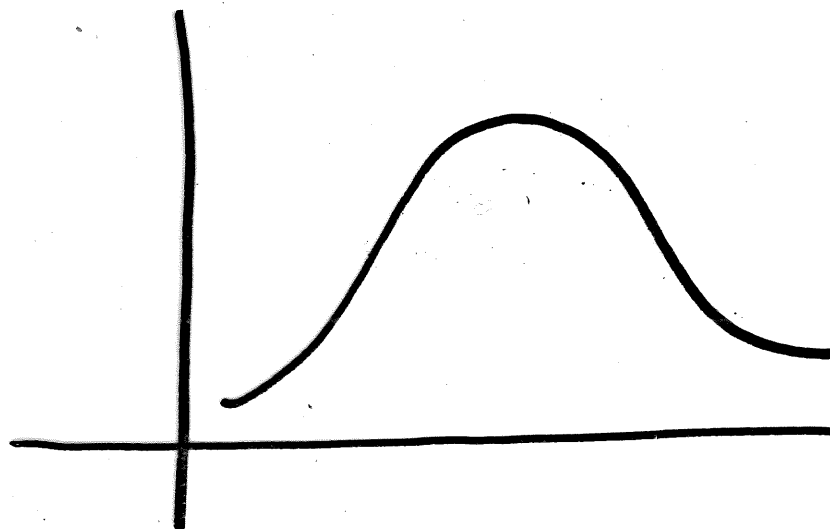
1. Lending institutions will practice as liberal and unrestrictive a policy as possible in loan of instructional materials with due consideration of the interests of their primary clientele.
2. Lending institutions have the responsibility of informing borrowing institutions of any failure to observe the provisions of this agreement, and if necessary, may invoke the provisions stated in Section VIII. [Suspension of borrowing privilege].
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 requested.



"SO FAR AS  
POSSIBLE, WE  
WILL LEND....



BOTH A BORROWER  
AND A LENDER BE



#### IV. RESPONSIBILITIES OF BORROWING INSTITUTIONS

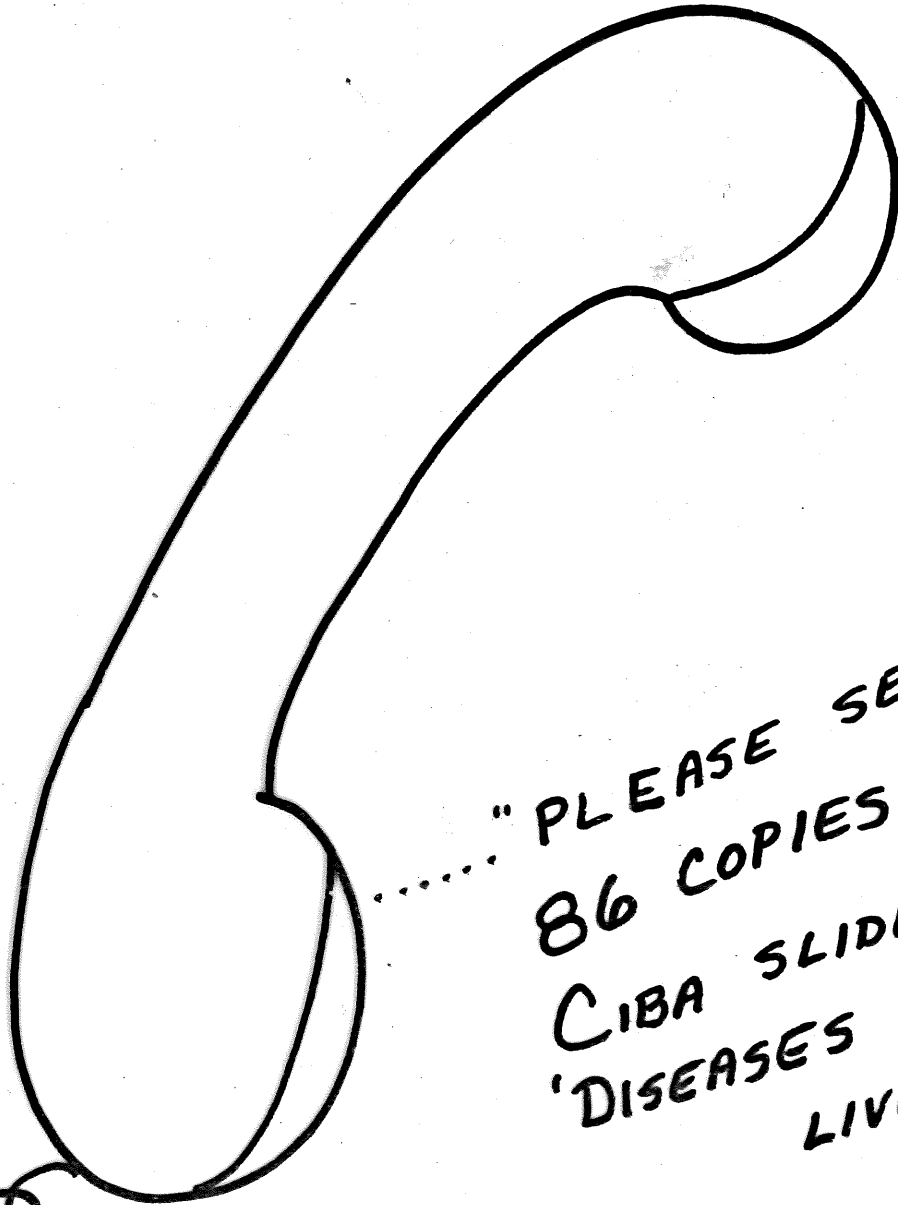
1. Each institution will provide the resources necessary to support the purposes of its parent institution (e.g. patient care, research) and will not assume that inter-institutional lending relieves it of the responsibility of developing its own collection. No institution should depend upon another to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

#### BUDGET REQUEST

NEW MATERIALS .....	000.00
POSTAGE .....	100.00
TELEPHONE .....	300.00
I.L.L. REQUESTS .....	600.00

V. MATERIAL APPROPRIATE FOR INTER-INSTITUTIONAL LOAN

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.
  
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 any production

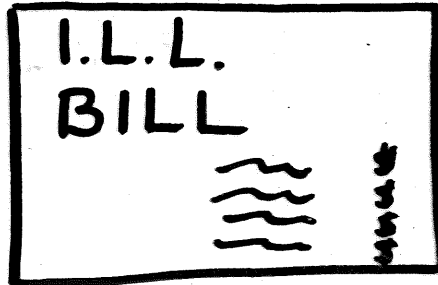


" PLEASE SEND US  
86 COPIES OF THE  
CIBA SLIDES ON  
'DISEASES OF THE  
LIVER .... "

## VI. FORMS OF LOAN

### 1. Expenses

- a. Borrowing institutions will assume any costs charged according to established policies of lending institutions including handling, postage, insurance and service charges.
- b. No rental fee shall be levied for the 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 such copying is in accordance with copyright law and provided that no damage to the original material will result.
- 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.



## VI. FORMS OF LOAN

### 3. Placement of requests

- a. Every effort will be made to locate materials through the most current edition of the H.I.R.A. catalog prior to making a request.
- b. Requests may be transmitted by mail, messenger or telephone, using the standard H.I.R.A. request form. Telephone requests must be followed by mailing of a confirming standard request form.
- c. Loans will be made only through designated H.I.R.A. representatives.



### 4. Form of Requests

- a. Material requested must be described as completely and accurately as possible.
- b. The name and status 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.

### H.I.R.A. LOAN REQUEST

**WANTED: ONE OF THE AUDIO-DIGEST TAPES  
(IT'S NUMBER 6, 8, 10, 12, 14, 15, 18, 20, OR  
22) IN THE SERIES THAT USED TO  
COME WITH PINK LABELS....**

**FOR: ONE OF OUR STAFF MEN**

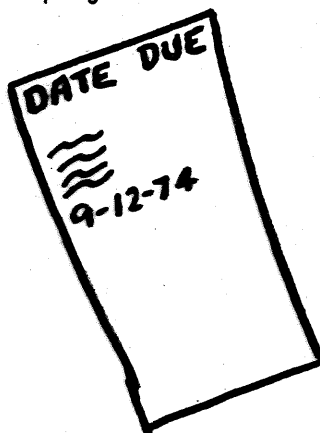
**REQUESTED BY: \_\_\_\_\_**

VI. FORMS OF LOAN

5. Disposition of Loan Material

a. Materials furnished

- 1) should be returned to the lending library by the due date
- 2) may be renewed only at the descretion 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.



6. Notification and Acknowledgement

- a. If the requested material cannot be supplied, the lending institution shall indicate the reason for non-supply promptly to the borrowing institution (preferably by telephone)
- b. Except in case of very valuable shipments, no acknowledgement of receipt of materials is necessary. If there seems to be undue delay in the 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 of materials, the borrowing institution shall notify the lending institution before the due date.

LIB. RECORDS  
DATE REQUESTED      DATE RECEIVED      DATE RETURNED  
}                              }

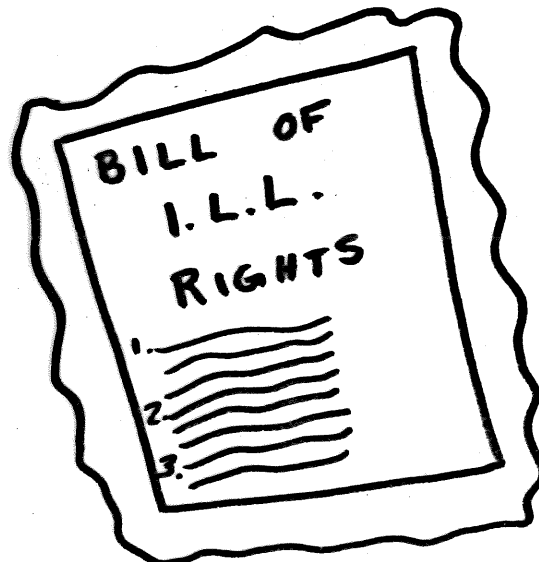


VII. EVALUATION AND AMENDMENT

1. To provide a means of continuous evaluation of the effectiveness of this agreement in promoting good inter-institutional loan service among 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 Procedures 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 to this agreement shall be presented to the H.I.R.A. membership to be approved or disapproved by a majority vote of the membership. The Loan Procedures Committee shall provide the members a copy of the proposed additions and/or amendments thirty (30) days prior to the next regularly scheduled meeting, at which the vote on additions or changes will be taken.

SEPT. 6, 1979  
2:00 P.M. —  
L.P. COMM.

# LOANS FILLED \_\_\_\_\_  
# LOANS UNFILLED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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.

SUPPLY LINE

-CUT-

