



November 18, 2010

Fort Bend County Library System
Clara Russell
1001 Golfview Drive
Richmond, TX 77469-5199

Dear Ms. Russell:

In the past, your library has contracted with the Texas State Library and Archives Commission (TSLAC) to provide interlibrary loan materials to the Texas public libraries free of charge. This is an invaluable service your library provides to the public libraries and we thank you for your participation. Beginning in FY2011, we are changing procedures for libraries participating in this program. Rather than signing a yearly contract with TSLAC, we are asking that all participants sign the enclosed Interlibrary Loan Reimbursement Agreement. This will no longer be a yearly contracted service but rather an agreement. The agreement will be signed once, and the library will receive yearly reimbursements as long as the terms in the agreement are met.

In November of each year, your Library will receive a letter from TSLAC informing you of the number of net lends for the following state fiscal year and the amount of the reimbursement. The payment determined by available funds and the number of net lends (total number of lends to Texas public libraries – total number of borrows from Texas public libraries = net lends). The number of net lends is based on statistics that the TSLAC receives from OCLC.

Please sign the agreement and return by **February 26, 2011** to:

Sue Bennett
Texas State Library
and Archives Commission
PO Box 12927
Austin, TX 78711-2927

Also, please verify the libraries information on the information and notify me of any changes.

Library: Fort Bend County Library System
Address: 1001 Golfview Drive
Richmond, TX 77469-5199
Director name: Clara Russell
Reimbursement Contact: Clara Russell
Email: cbrown@fortbend.lib.tx.us
Phone Number: 281-341-2653

We appreciate your service to the Texas public libraries. If you have any questions, please do not hesitate to contact me at (512) 463-5406 or sbennett@tsl.state.tx.us.

Sincerely,

Sue Bennett
TexNet Coordinator

Attachment: Interlibrary Loan Reimbursement Agreement

Lorenzo de Zavala
State Archives and
Library Building

P.O. Box 12927
Austin, Texas
78711-2927

1201 Brazos St.
Austin, Texas
78701

www.tsl.state.tx.us

Commission Chairman
Sandra J. Pickett

Members
Sharon T. Carr
Martha Doty Freeman
Cruz G. Hernandez
Scott McAfee
Sally Reynolds
Michael C. Waters

Director and Librarian
Peggy D. Rudd

Assistant State Librarian
Edward Seidenberg

*Making
information
work
for all
Texans*

12-10-10 copy received

**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
INTERLIBRARY LOAN REIMBURSEMENT AGREEMENT**

The Contracting Parties agree that the following services will be performed under this agreement:

- A. The Fort Bend County Library System will fill requests for the loan or photocopying of library materials to all Texas public, academic, and special libraries without charge to the individual libraries when those requests are received using the OCLC interlibrary loan system.
- B. The Performing Agency will be reimbursed by the Texas State Library and Archives Commission (TSLAC) for net loans performed under the terms of this agreement as outlined below. TSLAC will determine the number of net loans by analyzing the Performing Agency's lending and borrowing activity, as reported to TSLAC, in the customized OCLC statistical report.

BASIS FOR CALCULATING REIMBURSABLE COSTS

- A. Net loans are calculated by subtracting the total number of borrows from the total number of loans made by the Performing Agency to Texas public libraries using the OCLC system for interlibrary loan processing. The final number of net loans will be determined by analyzing the lending and borrowing activity reported in the OCLC year-end statistical report. Year-end is August 31st.
 - a. Per requirements of the Interlibrary Loan Program at TSLAC, should the Performing Agency fail to provide a minimum of 100 net loans, TSLAC will not be obligated to pay any reimbursement to the Performing Agency.
 - b. TSLAC may at any time and without notice change the minimum number of net loans required for reimbursement.
- B. TSLAC will reimburse the Performing Agency at a rate determined by available funds divided by the total number of net loans completed by the qualifying performing agency during the State fiscal year, September 1 through August 31st, up to a maximum of \$4.00 for each completed net interlibrary loan provided to Texas public libraries using the OCLC system.
- C. TSLAC shall reimburse the Performing Agency based upon reports received from OCLC by TSLAC in accordance with Texas Government Code Section 771.008. Reimbursements with funds held by the Texas State Comptroller of Public Accounts shall be made via ACH funds transfers, with the Texas State Library and Archives Commission initiating payment.
- D. The Performing Agency shall provide TSLAC with all information necessary for payment.

TSLAC will make a single reimbursement payment for these services on or before November 30 for the previous State fiscal year.

Authorization:

I, hereby, authorize this library to participate in the Interlibrary Loan Reimbursement Program.

Fort Bend County Library System

VIN: 17460019692041

1001 Golfview Drive, Richmond, TX 77469-5199

Signature: _____

Robert Hebert
County Judge

Title: _____ Date: December 7, 2010