Information Delivery Services (IDS) Project Contract

January 1 – December 31, 2010

I. PROJECT GOALS

The major goal of the IDS Project is to continually implement and objectively evaluate innovative resource-sharing strategies, policies and procedures that will optimize mutual access to the information resources of all IDS Project libraries.

Each participating library will strive toward the following transaction performance standards (Weekends and holidays are excluded):

1. For articles, the average time from receipt of the patron's request to patron notification of the article's arrival will be no longer than 48 hours.

2. For loans, the average time from receipt of the patron's request to patron notification of the item's arrival at the requesting library will be no longer than 72 hours (within a common LAND zone) and no longer than 96 hours (between LAND zones).

3. All items shared within the Project will be prepared with due attention to high-quality reproduction requirements and bibliographic accuracy.

II. PROJECT PARTICIPATION REQUIREMENTS

Each participating library agrees to the following Project requirements:

1. Identify a Local Project Contact who will act as liaison between local library staff and the IDS Project Director. This person will communicate with local library staff to make sure Project activities are going smoothly and will make local staff needs known to the IDS Project Director.

2. Provide required contact information and photo of each person involved in the project and notify Project Webmaster of any changes.

3. The appropriate staff members and administrators will attend the annual summer conference and participate in periodic conference calls and webinars.

4. Use the IDS Project Listserv that has been established for rapid communication among all participants of the Project.

5. If OCLC Deflection is used, set IDSZ group as exception.

6. Use the borrowing and lending modules of the ILLiad resource sharing management system, including the Odyssey document transfer system, to support the goals of the IDS Project. All software should be maintained at the current versions.

7. Keep OCLC local holdings data current for print serials and monographs. Maintain and keep current the knowledge base in your link resolver (SFX, Serials Solutions, etc).

8. Add IDS Project Systems Administrator (Mark Sullivan: sullivm@geneseo.edu, 585-245-5698) to your Serials Solutions' Client Center or SFX Administration permissions. This will allow him to maintain ALIAS and the Availability Server.

9. Use the LAND delivery system for sharing physical items.

10. Provide IDS Project Systems Administrator with direct access (read-only) to the ILLiad database stored in the local SQL server. The tables required are LenderAddresses, Transactions, and Tracking. This data will be shared with other participants and analyzed using a common set of transaction performance measurements. If direct access (read-only) is not possible or if you are hosted by OCLC, please contact Mark Sullivan: sullivm@geneseo.edu, 585-245-5698 to discuss the possibility of other options.

11. Will not charge libraries within the IDS Project for any interlibrary loan transactions.

12. Sign the Nylink 'Request for Permission to Release Information' form and return to Nylink (directions on form at link below) (http://idsproject.org/documents/Nylink_release.pdf

13. Return a signed contract to Ed Rivenburgh, IDS Project Director, by email to edr@geneseo.edu, by fax to 585-245-5769, or by mail to:

> Ed Rivenburgh, Director
> Milne Library
> SUNY Geneseo
> Geneseo, NY 14454

Name of Library _____

Print Library Director Name: _____

Signature of Library Director: _____

Date Signed: _____