

**GUIDELINES FOR INSTITUTIONAL PARTICIPATION IN THE  
TAMPA BAY MEDICAL LIBRARY NETWORK (TaBaMLN)**

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Name of Institution

Agrees to participate in the Tampa Bay Medical Library Network (TaBaMLN) and to abide by its Bylaws and these "Guidelines."

As an Institutional member, the Institution agrees to the following:

**A. Support library services within the institution by:**

1. Allowing participation in reciprocal interlibrary loans with other member institutions at no charge or reduced fees.
2. Accommodating the librarian or designated representative to attend at least one TaBaMLN meeting per year, and to serve on committees and as officers.
3. Paying the membership fee and other costs as assessed.

**B. Participation in interlibrary loan services, with standardized procedures for requesting and delivery as set forth below.**

1. Under the terms of these Guidelines, lending libraries will not ordinarily loan:
  - a) New books, current journal issues or resources frequently used by library patrons.
  - b) Bulky or fragile material, reference or rare materials in the original.
  - c) Materials for class reserve and other group users.
2. Under the terms of these Guidelines, the borrowing libraries will not ordinarily request:
  - a) Interlibrary loans for unaffiliated staff.
3. Material requested must be described as completely and accurately as possible following accepted bibliographic practice. All interlibrary loans must comply with US copyright law Title 17 or the US code.
4. Interlibrary loan will be submitted via DOCLINE or other comparable document delivery system.

5. The interlibrary loan of materials shall be on a quid pro quo reciprocal basis, or as otherwise arranged among members.

6. The borrowing library should be prepared to assume any costs charged according to the established policy of the lending library.

**C. Membership guidelines require institutional representation at a minimum of one meeting per year. Non-compliance to this requirement will result in corrective action by the TaBaMLN Governing Board.**

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(Signature Institutional Librarian/Representative)

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(Date)