

**Participation Agreement  
Between the**

\_\_\_\_\_ **Library/School**

**and the  
Connecticut State Library  
For reQuest Statewide Library Catalog and Associated Services**

This Participation Agreement outlines the terms and conditions of agreement for the above named organizations regarding subscription to the reQuest statewide library catalog and associated services.

**Responsibilities of the Connecticut State Library**

The Connecticut State Library, in association with Auto-Graphics, will provide full implementation of the following services during fiscal year 2009 (July 1, 2009 - June 30, 2010):

1. Web-accessible, single search unified statewide catalog of Connecticut library holdings. (Available at no charge to any person or library with access to the Internet).
2. Web-accessible institutional database that contains such information as library interlibrary loan policies, library directions and hours of operation for both participating and non-participating libraries. Participating library staff can update information online. Patrons will be able to link from a library's holding on a bibliographic record to the same library's interlibrary loan policies in the institutional database if that library chooses to make that information available to patrons through reQuest (available at no charge to any person or library with access to the Internet).
3. An Interlibrary Loan (ILL) management system featuring:
  - library or patron initiated ILL. The system will automatically prefill request forms with bibliographic information and provide constant data from the institutional database
  - automatic routing of request through list of potential lenders
  - ability to view request status at each step in process
  - potential to automatically refer unfilled requests to OCLC
  - statistical reports of ILL activity for annual reporting to the State Library
4. Holdings maintenance module that allows libraries to add, delete or change their holdings in the statewide database
5. Training, documentation and help desk services.

**Responsibilities of \_\_\_\_\_ Library**

The participating library will:

1. Contribute machine-readable bibliographic records with holdings, including additions, changes and deletions, to the database on a monthly basis, but no less than once per year, if such records are eligible for inclusion. The iCONN Administrator and Statewide Library Catalog Coordinator, in consultation with the Connecticut Digital Library Advisory Board (CDLAB), will determine eligibility of such records. Libraries which do not have MARC records and holdings to contribute at the outset of participation must begin contributing records/holdings to the database upon signing of this agreement, and upon availability of training. Those libraries who have not contributed holdings within one year of reQuest participation will not be eligible for participation the following year.
2. Ensure that any records contributed to the statewide database adhere to cataloging policies and standards set by the CDLAB. The CDLAB has established the BIBCO Core Record Standard as the minimum level of cataloging for the statewide database. (This standard is described at <http://www.loc.gov/catdir/pcc/bibco/coreintro.html>)
3. Complete and keep current the library's "data provider profile" that the vendor uses to process incoming records and holdings information.
4. Comply with the attached *reQuest z39.50 Code*.
5. Comply with the attached *reQuest Interlibrary Loan Code*.
6. Make library holdings available for interlibrary loan and/or on-site use.
7. Complete and keep current library's institutional data for the interlibrary loan module.
8. Make Internet access to the database, including the online Interlibrary Loan form if participating in reQuest Interlibrary Loan, available directly to patrons.
9. Maintain appropriate staff training through participation in Connecticut State Library Sponsored training sessions.

10. Agree to pay to the Connecticut State Library the fees applicable to FY 2009 (July 1, 2008 – June 30, 2009) shown below:

Service	FY 2009 (July 1, 2008-June 30, 2009)
<b>WebPAC</b> (search the statewide library catalog) with patron access to <b>Institutional Database</b>	0
<b>Basic Service: WebPAC Administration</b> (set search scoping, holding display groups); <b>Interlibrary Loan</b> ; full staff access with online updating of information in <b>Institutional Database</b> ; <b>WebCAT</b> (add/delete/change holdings in reQuest; no record editing; no original cataloging; no access to LC MARC or OCLC databases)	\$300
<b>CatExpress</b> (add/delete holdings only, in OCLC; online access to OCLC database of 63 million records; minimal record editing; no original cataloging; no access to reQuest and LC MARC databases). <b>Prerequisite: Basic Service.</b>	\$0.99/record

**General Terms and Provisions**

The participating library will designate one individual (named below) to serve as the primary contact for the purpose of fulfilling the provisions of this agreement. The Connecticut State Library may rely on the information received from this individual without further verification of the accuracy of such communications.

Fees are not refundable and will not be prorated. The reQuest database remains the property of the Connecticut State Library.

This agreement may be amended by the written agreement of duly authorized representatives of the Connecticut State Library and the participating library. Any such amendment shall be attached to and thereby deemed a part of this agreement.

**APPROVALS:**

**Library/School** \_\_\_\_\_

**Address/Town** \_\_\_\_\_

**Name of Person Authorized To Sign This Agreement:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Primary Library Contact Person (if different than above):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Approved by the CLN Board on June 6, 2001**

**Revised by the CDLAB on June 2003, April 2004, June 2004, April 2005, February 2007, October 2009**