

3.7 INTERLIBRARY LOAN

COMMITTEE CHARGE:

The Interlibrary Loan Committee's purpose is to facilitate and improve the loaning of books, photocopies of journal articles, and document delivery in general among libraries. The Coupon Exchange Program functions to allow libraries to pay for copies of articles without cumbersome billing procedures.

GENERAL INFORMATION

The Interlibrary Loan Committee Chair serves as a member of the Advisory Council.

RESPONSIBILITIES

- A. Appoint committee members based on the Committee Interest Forms. The list of members is submitted to the President.
- B. Locator tools
 - 1. Responsible for monitoring any future tools, such as audiovisual union list or monograph utility.
 - 2. Recommend any changes in the format of any locator tools based on responses to questionnaires, surveys, committee discussions and input from interactions with the RML.
- C. Implementation of new technologies in document delivery
 - 1. Coordinate with PSRML staff to keep health sciences libraries in Southern California and Arizona aware of new trends in interlibrary loan, especially in the area of electronic delivery formats.
 - 2. Discuss with committee members applications of the new technologies for member libraries.
 - 3. Investigate possibilities for implementation and recommend to the Advisory Council methods to facilitate the use of new applications.
- D. Communicate with committee members as needed for the smooth flow of activities.
- E. Reports
 - 1. Prepare oral reports on committee activities, issues and recommendations for each Advisory Council meeting.
 - 2. Prepare oral reports on committee activities and items of importance for the Business meetings held at the Fall and Spring meetings of MLGSCA.
 - 3. Prepare and submit an Annual Report of activities, recommendations, and expenses/income. Two copies are sent to the President, one is retained for the committee files, and one is sent to the archivist.

F. Budget

1. Prepare an estimate of expenses to submit to the Treasurer for current year based on the previous year's expenditures.
2. Estimate income when applicable.
3. Forward copy of estimated budget to President and Treasurer.