



November 1, 2012

Dear Public and Academic Library Directors,

At the direction of the Oregon Library Association Executive Board, the OLA Resource Sharing Committee has developed a program to address a long-standing goal of the Association to extend patron borrowing privileges between libraries and across boundaries. As your OLA Presidents we are delighted to invite your library to join the Oregon Library Passport Program, slated to begin January 1, 2013.

Past OLA strategic plans – Vision 2000, Vision 2010, and Vision 2020 – all spoke to a desire to extend library services and access to all Oregonians at home and around the State, and to share resources between libraries. We often talked about a statewide library card or a statewide catalog. The discussion of opening our doors to sharing resources with other libraries' patrons always got bogged down in complex, expensive and insurmountable plans and requirements. Enter pragmatism. In 2011, the OLA Executive Board tasked the Resource Sharing Committee with devising a shared borrowing plan that could be implemented easily and inexpensively.

The Oregon Library Passport Program builds on Oregon's tradition of cooperative programs, such as AnswerLand and Library2Go, and successful cooperative organizations like Orbis Cascade, Sage, and MIX. The Passport Program recognizes that library service ought to mirror the way Oregonians live, work, shop and play, and reduce barriers to library service. The Passport Program is meant to be a patron-focused exchange; a library opens its doors to users of other participating libraries, and vice versa. Libraries give a little and their patrons get a lot back in return.

Over the last year the Resource Sharing Committee has been talking to library groups, listening to your ideas and concerns, and outlining a program that can be implemented easily and at little or not cost to participating libraries. All you need to do is say, "yes." Well, say yes, and then fill out and return the attached Statement of Shared Understanding. The OLA Executive Board has set a three-year trial-period for the Passport Program. We are hoping that many public and academic libraries will be on-board by January 2013 to being the program, but we'll certainly welcome you later, too. More information about the Passport Program is available on the www.LibrariesofOregon.org/passport website. Questions can also be directed to the

Resource Sharing Committee, and a list-serv will be established for participating libraries to share information, ask questions and get advice.

Following is a summary of the Passport Program, and the Statement of Shared Understanding. Please complete and return the form to the address noted. We hope your library will opt to participate.

Sincerely,

Michele Burke, OLA President
Chemeketa Community College Library

Abigail Elder, OLA Past President
Tualatin Public Library

Penny Hummel, OLA President-Elect
Canby Public Library



Oregon Library Passport Program

LIBRARY ACCESS FOR THE WAY OREGONIANS LIVE

Oregon libraries traditionally support cooperative programs that extend service across boundaries, including services such as Library2Go and AnswerLand. These have a shared goal of meeting Oregonians where they are. The Oregon Library Passport Program builds on this tradition by providing access to physical materials as well. The Passport Program is sponsored by the Oregon Library Association's Resource Sharing Committee and is set to begin January 1, 2013.

The Oregon Library Passport Program recognizes that library service ought to mirror the way Oregonians live, work, shop, and play, and reduce barriers to library service. The underlying premise of the Passport Program is that cardholders of legally-established libraries ought to be able to use other legally-established libraries. The Passport Program is meant to be an exchange; a library extends service to users of other participating libraries, and vice versa.

Why should a library participate? What are the benefits of the Passport Program?

- Opens new doors to materials, information and resources for your patrons,
- Expands access to the state's library resources,
- Increases use of your library materials and resources,
- Libraries give a little and their patrons get a lot back in return,
- Improves goodwill between neighboring jurisdictions creating cooperative relationships that will foster additional cooperative opportunities in the future.

Summary of the Oregon Library Passport Program:

- The Passport Program is a voluntary, opt-in program and a library's participation is free. A library's choice to participate determines whether or not its patrons can participate.
- The Passport Program is open to all legally-established public libraries, and both public and private academic libraries.
- Borrowing is free of charge to the patron and activity is patron initiated: patron visits a Participating Library and registers for a card; patron complies with that library's policies for personal identification, checkout periods, limits, etc.; patron checks out materials; patron returns the materials to the owning library; and patron is responsible for costs of any overdue fees or lost materials. There is no library-to-library intervention required.

- The Participating Library is allowed to set its own limits on use by Passport patrons. These may be different from local patrons' limits. For example, local patrons may be able to check out 50 items at a time, but Passport patrons have a checkout limit of 10 items at a time.
- The Program provides access to materials: checking out materials, placing holds on materials, etc. The Participating Library can determine what other services, if any, are extended (for example, Inter-Library Loans from outside the area or access to online resources).
- In order to participate, patrons are required to have a Home Library card first. This becomes his or her "Passport" to other Participating Libraries. Patrons present their Home Library cards at each Participating Library in order to register for cards at those libraries.
- Patrons who reside in areas that are unserved by a public library may purchase a library card at a neighboring library. This becomes their Home Library for the purposes of this Program.
- The Passport Program will begin with a three-year trial period beginning January 1, 2013. This will allow time to collect and analyze statistical and other data on the program. Participating Libraries will be surveyed during the trial period and may be asked to survey Passport Program patrons as well.
- Participating Libraries will identify participants in borrowing records using a unique patron code or type, for example, "Passport Program," in order to facilitate statistical data-gathering and to allow local libraries to set their own use parameters.
- The Oregon State Library will provide support via the LibrariesofOregon.org website, including lists of Participating Libraries, basic rules of the program for libraries and the public, and participation documents for libraries. It is anticipated that information will be available on the website sometime in October.

Questions can be directed to members of the Resource Sharing Committee:

- Eva Calcagno, Washington County Cooperative Library Services
- Ed Gallagher, Albany Public Library
- John Hunter, Woodburn Public Library
- Buzzy Nielsen, Hood River County Library District
- Robin Shapiro, Portland Community College
- Stephen Skidmore, Siuslaw Public Library
- Jane Tucker, Astoria Public Library
- Dan White, Scappoose Public Library

Oregon Library Passport Program Statement of Shared Understanding

The Oregon Library Passport (OLP) Program is scheduled to begin January 1, 2013 and operate as a pilot program through December 31, 2015. Libraries are encouraged to begin participation by January 1, 2013 in order to have a large core of Participating Libraries at inception, but may join at a later date.

In exchange for allowing its registered patrons to have expanded access to the resources of other Participating Libraries in the OLP Program, Participating Library agrees to:

- Establish a unique patron registration code for OLP participating patrons with library use parameters determined by the Participating Library (check out limits, holds placed, services provided, etc.)
- Issue local library cards to OLP Patrons who present their home library cards as program passports
- Participating Library will not charge OLP Patrons for registration beyond any previously established registration fee levied on other patrons as well
- Provide access to library materials as determined by the locally-set parameters
- Provide information to OLP Patrons on requirements and limits of use
- Compile and report statistics as requested by OLP
- Survey OLP Patrons as requested by OLP
- Provide information and feedback to continually improve the OLP Program
- Join and participate in the OLP email discussion list
- If a library wishes to withdraw from the OLP Program it will give 60 days' notice to OLP and other Participating Libraries.

OLP Program Patrons agree to:

- Obtain a Home Library card to present at other Participating Libraries as his/her passport to the OLP Program
- Oregon residents who live outside a public library service area may purchase a card at a neighboring library (this becomes patron's Home Library) as passport to other Participating Libraries
- Comply with registration, circulation and other use policies determined by each Participating Library
- Pick up and return all borrowed materials at the Participating Library
- Be responsible for any fines and fees associated with his/her use of any Participating Library
- Promptly notify Home Library and any OLP Program libraries of changes in address, phone, email, etc.

OLP Program Participating Library Agreement:

Please mail or FAX signed agreement to OLP Program Participating Library Agreement

Coordinator:

Ed Gallagher, Director
Albany Public Library
2450 14th Avenue SE
Albany, OR 97322
541-917-7589
541-917-7586 FAX

Participating Library Name

Library Director Name

Signature

Designated OLP Program Liaison

Mailing Address

Telephone Number

FAX

Email Address

If applicable, list names of Participating Library branches or members included with this Agreement:
