



SEO Consortium

Principles of Cooperation

- ❖ SEO library card shall be honored at any SEO participating library providing the borrower card is fine free or under the library's fine limit. It is encouraged to refrain from issuing a new library card to a borrower with delinquent charges at a member library.
- ❖ Libraries will share any circulating resource with all member SEO libraries. Requests will be filled in accordance with the requesting library's policies.
- ❖ The borrowing library is responsible for the circulation, retrieval, and return of borrowed items.
- ❖ The borrowing library will keep any monies collected from fines and fees involved from lost or damaged material with notification to lending library using the [lost/damaged notice form](#). [Click here](#) for contact information for member libraries.
- ❖ Special circumstances concerning lost and damaged SEO loaned material. For complete detail [click here](#).
- ❖ Libraries will use the statewide resource sharing delivery system and pay for contracted delivery costs. A minimum number of delivery days may be required based on volume.
- ❖ Libraries will process a pull list or list of requested materials for loan at least twice a day.
- ❖ Loan periods will conform to the borrowing library's lending policies including 2 renewals providing the item is not on request. With exception, material identified as 7-day material will only circulate for 7 days at all library locations with the 2 renewals if not on request.
- ❖ Libraries will be expected to participate in a subscription to CatExpress, a fast and easy Web-based solution for copy cataloging records. SEO Catalog Librarian will process all original catalog records.
- ❖ Libraries are encouraged not to edit another libraries borrower card, i.e. adding notes, changing addresses or deleting a borrower. [Click here](#) for the available form for changing an address. [Click here](#) for the available form for a borrower that needs deleted.