

# DuPage Library System

## Reciprocal Borrowing Program (RBP) Procedures

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### I. Patron Registration

#### A. Local Residents/Taxpayers

1. All local constituents who wish to participate in reciprocal borrowing must complete an application that includes the following components:
  - a. Patron's name
  - b. Patron's address, including zip code
  - c. Patron's telephone number (optional)
  - d. Responsibility statement with patron's signature and/or signature of parent or legal guardian **according to local library policy**
  - e. Card number
  - f. Expiration date

A sample card, which meets these requirements, is illustrated in *Figure 1*. (Registration cards like the one in *Figure 1* may be ordered from DLS and will be charged back to the library at cost.)

Local libraries may require additional information from persons requesting cards based on their status as owners of property within the library service area. (Check your local policy.)

2. Distribute reciprocal borrowing information to the patron as part of the registration process. (Informational bookmarks are available upon request from DLS - see *Figure 2* as a sample.)
3. Retain the registration information in some format as long as the patron is a participant in reciprocal borrowing.
4. Issue a borrower's card, regardless of format, to the patron. The card should include the following information:
  - a. Name or signature of patron
  - b. Name of library
  - c. Card number
  - d. Expiration date
5. The local card serves as the only card necessary to obtain reciprocal borrowing privileges at all DLS member public libraries.

## B. Special Cards and Restricted Use Cards

1. According to Illinois Public Law 92-0166, there are no special cards.
2. Staff cards issued as a benefit of working at a library **CAN ONLY** be used at the issuing library. This card must be marked STAFF.

## C. Registering a Reciprocal Borrower at Your Library

1. Verify patron status, address, & phone with home library.
2. If verification with the home library is not immediately available, lending library has the option to limit number of items circulated.
3. Follow local registration procedures.
4. If the barcode on the library card is compatible with your automation system, use it to register the patron. **DO NOT** add additional compatible barcodes; one is sufficient. If the barcode is not compatible, put on a 1337 DLS-supplied barcode.
5. The expiration date of the patron's record should be 1 year from the date of entry into the automation system OR use the expiration date on the library card, whichever is soonest.

## II. Circulation of Materials

### A. Cards That Are Eligible

1. Within DLS (Intrasystem)

All cards from DLS public library members should be honored for reciprocal borrowing unless the library being visited is not participating in reciprocal borrowing according to Illinois Public Law 92-0166.

2. Other Systems in Illinois (Intersystem)

If your library is a participant in the Intersystem Reciprocal Borrowing Covenant (see *Figure 3*), you must honor library cards from all other participating public libraries in Illinois.

3. Exclusions:

*NOTE: Within DLS, RBP pertains to Illinois public libraries only.*

#### **Do Not Honor:**

- a. Cards from libraries in other systems where the libraries are not participants in the *Reciprocal Borrowing Covenant*.

- b. Cards from other systems that are not valid for RBP.
- c. Cards that are EXPIRED.
- d. Cards known to have DELINQUENT or REVOKED status at another library.

#### B. Services, Subject To Local Policy

1. At their discretion, participating libraries may limit this reciprocal borrowing activity to specific classes of materials but libraries are encouraged to provide unlimited access to materials locally housed. (From the *Illinois Intersystem Reciprocal Borrowing Covenant, Figure 3, condition 4.*)
2. Interlibrary loan requests should be placed at the patron's home library.
3. The placing of reserves for reciprocal borrowing patrons is at the option of the local library.
4. Other services not specifically excluded may be provided at the local option.

#### C. Check out/Check in Procedures

1. Check out
  - a. Must have a library card or keytag to check out.
  - b. Verify status on the Integrated Library System (ILS) of borrowing library for check out under the reciprocal borrowing criteria.
  - c. Follow local procedures for checking out materials.
2. Check in
  - a. Accept the return of materials borrowed from any libraries participating in the Reciprocal Borrowing Program.
  - b. Follow local procedures for check in.
  - c. Care should be taken to identify reciprocal borrowing items returned in the book drop or at the desk. These items should be bound and labeled with the correct system name and library name for return to the owning library and placed in the designated location for pick-up by the DLS driver.
    - i. Use the DLS routing label to facilitate intrasystem delivery. (See *Figure 4*)

- ii. For intersystem returns, use the Illinois Library Delivery Service (ILDS) routing label to facilitate delivery. (See *Figure 5*)
- iii. For more information about delivery or routing labels, please contact staff at the DuPage Library System.

### III. Overdue/Damaged/Lost RBP Materials

#### A. Overdue Returned Materials

1. Items checked out from a DLS Library are subject to the established fines and fees of the library from which they are borrowed. (Check your local policy.)
2. Items returned to the desk or in the book drop.

Fill out the appropriate routing slip and placed in the designated location for pick-up by the DLS driver.

#### B. Disposition of Fines Collected By Returning Library For Lending Library

1. Libraries are discouraged from collecting fines. If fines are collected, follow the following procedures.
  - a. All fines collected up to and including \$25.00 per transaction (not per item) remain with the collecting library.
  - b. Fines collected of \$25.01 or more per transaction (not per item) are to be forwarded to the library from which the materials were borrowed.
  - c. Place any money being sent to the lending library in a secure envelope and rubberband securely to item.
2. Borrowing library must notify home library about any monetary transactions for the home library's materials.
3. Patrons are encouraged to pay online any fees owed to their home library.
4. Consortia may develop additional procedures that will apply only to the members of the consortia.

#### C. Damaged Materials

1. Items returned in damaged condition (e.g., water soaked, chewed by the dog, etc.) are subject to the established fines and fees of the owning library.
2. Return items to lending library for assessment.

3. Patrons, if present, should be informed that they will be billed. (Check local policy.)

#### D. Retrieval of Unreturned Materials

Notices are to be sent by the owning library in the following order:

1. The first and second overdue notices are sent to the patron on whatever schedule is used by the library that owns the materials.
2. Billing notices go to the patron with a copy to home library.
3. The patron's home library must be notified of its patron's delinquency within 6 weeks (42 days) after due date. Notification received later than 6 weeks after overdue date (or 42 days) may not be honored for payments.

#### E. Reimbursement Claim (*Figure 6* is a sample form.)

1. A request for payment must be made within 6 months (180 days) after due date. A request received after this time may not be honored.
2. Reimbursement will be made to owning library within 45 days after receiving the bill. Patron's status will remain delinquent until cleared with home library.
3. Libraries may enter into written agreements with each other, stating they will not charge each other for lost or damaged material.

### IV. Statistics

#### A. Tally Sheet for Reciprocal Borrowing Transactions

Statistics for reciprocal borrowing transactions must be gathered, tabulated, and sent to DLS headquarters semi-annually (every six months). The totals are used to calculate the reciprocal borrowing balance between libraries, and the total transactions within DLS.

An RBP Tally Sheet (See example in *Figures 7 and 8*) is provided for this purpose. Automated libraries may use computer-generated reports as long as they provide the necessary information.

#### B. Tally Sheet Instructions

1. A Tally Sheet is to be filled out by each member library on a monthly basis. The tally shows two things:
  - a. Where the reciprocal borrower is registered.
  - b. How many items he/she borrowed in any given month from a library.

2. The following procedure is to be followed when filling in a Tally Sheet:
  - a. Record the library's name in upper right hand corner of the sheet.
  - b. List the year of the six-month period covered by the sheet.
  - c. Use a sheet for July-December and another for January-June.
  - d. When a reciprocal borrower checks out items from the library, indicate, opposite the name of his home library, the number of materials borrowed under the month, or use the report generated by your computer.

The top of the form is for intrasystem transactions (loans to other DLS libraries). The bottom of the form is for Intersystem transactions (loans to libraries in Systems other than DLS). DLS needs the total intersystem transactions. It does not need to be broken down by individual libraries.

- e. Return the completed Tally Sheet by July 15<sup>th</sup> for the January–June sheet, and return the completed Tally Sheet by January 15<sup>th</sup> for the July-December sheet.

## **V. Intersystem RBP**

### **A. Overdue Notices to Other Systems**

1. Following the lending library's regular schedule, send overdue notices directly to the Intersystem RBP patron.
2. A bill will be sent directly to the borrower, with a copy to the home library, requesting payment.
3. A request for payment must be made within 6 months (180 days) after due date. A request received after this time may not be honored.
4. For any disputes with public libraries in other library systems that cannot be resolved on the local level, contact the appropriate DLS representative for assistance.

### **B. Bills From Other Systems Sent to DLS for Distribution**

1. DLS receives the bill from another system.
2. DLS distributes bill to appropriate local library.
3. Local library is responsible for payment of the amount due directly to the address listed on the notice.

**Figure 1 – Patron Registration Card (sample available from DLS)**

**PATRON: Do not write in gray areas of card**

Type Name \_\_\_\_\_ Exp. Date \_\_\_\_\_

I understand that I am responsible for all material checked out on this card, and for any charges, cost, or fees that may result from the late return, loss, or damage of materials borrowed. I agree to comply with library and System regulations and policies.

*Please use ink*

PRINT NAME \_\_\_\_\_  
First Middle Last

SIGN NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ APARTMENT # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ DRIVER'S LICENSE NUMBER \_\_\_\_\_  
Month Day Year

EMAIL ADDRESS \_\_\_\_\_

LIBRARY USE ONLY

DLS 05/06

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For parent or guardian (if applicant is under 18)

I agree to be responsible for all materials borrowed and any fines incurred by this applicant. I also am aware that there are no age restrictions on borrowing any library materials and I accept the responsibility for my child's selection of materials.

PRINT NAME \_\_\_\_\_  
First Middle Last

SIGN NAME \_\_\_\_\_

EMPLOYER (or SCHOOL, if student) \_\_\_\_\_

ADDRESS \_\_\_\_\_ APARTMENT # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

Please give the name of the person who could supply your address in case you move and we are unable to reach you.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ APARTMENT # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

NOTES \_\_\_\_\_

Public Libraries may request copies of this form from DLS.

**Figure 2 – Reciprocal Borrowing Program and Interlibrary Loan Bookmark**



Public Libraries may request copies of this bookmark from DLS.  
This item is available as a PDF on the DLS website, <http://www.dupagels.lib.il.us>,  
under the Resource Sharing section.

## **Illinois Intersystem Reciprocal Borrowing Covenant**

WHEREAS, It is to the advantage of the people of Illinois that library materials be accessible to them; and

WHEREAS, library systems have been developed under the provisions of the Illinois Revised Statutes, Chapter 81 and 111 et sec; to promote access to materials available in organized collections in locally supported public libraries; and

WHEREAS, the library systems are desirous of fulfilling their obligations and purposes in this regard, the library systems party to this agreement

WHEREBY, Covenant between themselves, on behalf of the people in the area of their systems and of their member public libraries, to permit any person holding a borrower's card valid for reciprocal borrowing issued by a library belonging to a system party to this agreement and which library is participating in the intersystem reciprocal borrowing program of this Covenant, access to any or all of the other similarly participating libraries belonging to systems which are party to this agreement. For purposes of this Covenant, "reciprocal borrowing" shall have the definition given in the rules and regulations of the Illinois State Library. Further, this intersystem reciprocal borrowing shall be subject only to the conditions set forth here following:

1. The Illinois State Library shall be the administrator of this Covenant, and the rules and regulations prescribed by the State Librarian, under authority of Chapter 81, Paragraph 113, Illinois Revised Statute, shall apply to reciprocal borrowing.
2. Public libraries in systems party to the Covenant qualify for participation as reciprocally participating libraries under the Covenant and terminate such participation in accordance with the provisions established by their respective systems.
3. Users of this arrangement are required to:
  - a) conform to the rules and regulations of the institution from which they borrow;
  - b) present an unexpired borrower's card valid for reciprocal borrowing issued by their local library or by a library system as evidence of their eligibility for this service;
  - c) pay promptly all loss, damage or delinquency charges which may be charged or may accrue against them; and
  - d) secure system services through the library which issued the user's borrower's card.
4. At their discretion, participating libraries may limit this reciprocal borrowing activity to specific classes of materials but libraries are encouraged to provide unlimited access to materials locally housed.
5. Unless a system which is party to this Covenant has filed written notice to the contrary with the Illinois State Library and with all other systems party to this Covenant, the respective system agrees to replace materials lost or damaged in this intersystem reciprocal borrowing by borrowers holding borrower's cards issued by the system's participating libraries.
6. On request, systems agree to assist each other in recovering materials or in collecting the charges for damaged or lost materials involved in intersystem reciprocal borrowing.
7. Participating systems will keep the Illinois State Library and all other systems party to this Covenant timely informed of the names of their respective libraries participating in the reciprocal borrowing agreement herein.

Upon the signing of this Covenant by the officers of a system participating in this agreement, a copy of the Covenant shall be filed with the Illinois State Library. The Illinois State Library shall record the filing of the copy, and distribute copies of the filed, signed Covenant to all other library systems in Illinois party to this Covenant. With the receipt of such copy by any other system party to the Covenant, the Covenant signed by the participating system is in effect between such systems.

The Covenant shall remain in force until a party wishes to cancel the Covenant, in which case ninety days prior to the effective date of the cancellation; notice must be given in writing to the Illinois State Library and to all other systems party to the Covenant by the party desiring the action. The Covenant without further notice then shall be canceled between the indicated parties on the date specified in the notice.

If a modification of the Covenant is proposed, written notice of such proposed modification must be given to the Illinois State Library and to all other systems party to the Covenant; the proposed modification will become effective when written notice of its acceptance has been given by all systems party to the Covenant.

*Adopted by the Illinois Library System Directors Organization, December 12, 1980*

**Figure 4 – DLS Routing Form** (This item is available as a PDF on the DLS website, <http://www.dupages.lib.il.us>, under the Delivery section.)

**DLS**  
DUPAGE LIBRARY SYSTEM  
**ROUTING LABEL**

Deliver to: 1

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(Full name of library)

For: 2

(Full name of destination library if different than above)

From: DLS 3

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**MAGIC TRANSIT HOLD**

PATRON I.D. # 4

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**NOTES:**  
**RBP**

FINES PAID 5

Date Returned by Patron: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_

DLS November 2008

1. Location where DLS delivery will drop the item.
2. Enter the name of the destination library here. Please use the library's full name, and not just the 2 or 3-letter library code.
3. The sending library.
4. For MAGIC holds only, enter the patron's MAGIC ID number here. This helps to match items to locations when routing errors occur. To ensure privacy, do not include the patron's name.
5. Include the date returned and staff initials here.

Fill out the DLS routing label as shown. Rubber band the label to the material, using two rubber bands perpendicular to each other. Secure the label to the rubber bands with tape. Do not tape the label to the book.

You may rubber band several items together with one label, provided that they are securely banded so that they do not shift or fall out.

Each DLS public library should have a blank original of this form. If another is needed, please contact staff at the DuPage Library System.

**Figure 5 – ILDS (Instersystems Library Delivery Service) Routing Form** (This item is available as a PDF on the DLS website, <http://www.dupagels.lib.il.us>, under the Delivery section.)

ILDS is the statewide delivery service used for sending materials throughout Illinois. ILDS drivers pick up items at DLS for delivery to designated ILDS stops throughout the state. Items are then delivered by a local delivery service. ILDS is used only for Illinois libraries belonging to a regional library system.

Use the ILDS routing label for materials going to libraries in another system, but within Illinois. Before you send items outside the DuPage Library System, determine what system the library belongs to. Search *Every Library in Illinois (ELI)* at <http://eli.sls.lib.il.us>, or see the ILDS directory at [http://www.cyberdriveillinois.com/departments/library/whats\\_new/pdfs/ilds\\_listing.pdf](http://www.cyberdriveillinois.com/departments/library/whats_new/pdfs/ilds_listing.pdf). (Requires Adobe Acrobat Reader.) If you are unable to determine which system a library belongs to, call the DLS Resource Sharing Specialist.

Fill out an ILDS routing label as shown below. Rubberband the label to the material, using two rubber bands perpendicular to each other. Secure the label to the rubber bands with tape. Do not tape the label to the book.

1. **Send To:** Destination Library
2. **From:** Sending Library
3. Circle the library system that the destination library belongs to OR use ILDS code for library. If you are unsure of what system, the library belongs to, check ELI. If there are any additional notes, such as “attn to:” use the notes section at the bottom of the form.

FINAL DESTINATION\* **1**

\*If different than what is circled below: For materials going to non-ILDS libraries, write the destination library's full name above, and circle their System's ILDS code below at left.

FROM **2**

NOTES

**3** ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW

| To Systems or their Non-ILDS Members | To ILDS Libraries |     |     |     |     |
|--------------------------------------|-------------------|-----|-----|-----|-----|
| ALS                                  | ADL               | EWU | KEN | NIU | SIE |
| CPL                                  | ALP               | FLD | KIS | NLU | SIM |
| DLS                                  | ARG               | GRN | KKC | NPU | SJC |
| LCL                                  | ARU               | GSU | KNX | NUH | SJN |
| LTL                                  | AUG               | HCD | KSC | NWU | SML |
| MLS                                  | BEN               | HIC | LAC | OAK | SRC |
| NSL                                  | BHC               | HRT | LCC | ONU | SSC |
| PAC                                  | BLC               | HWC | LCN | PML | SVC |
| PAR                                  | BRA               | ICC | LEW | PRC | SWI |
| PAS                                  | BRN               | ICO | LFC | PRK | SXU |
| RPL                                  | CLC               | IEF | LKC | QCY | TIU |
| SHL                                  | COD               | IEL | LLC | RAS | TRN |
|                                      | COL               | IEO | LNC | RCC | TRT |
|                                      | CON               | IEW | LUC | RJD | UCH |
|                                      | CRL               | IIA | MBI | RKC | UIC |
|                                      | CSC               | IID | MCK | RLC | UIH |
|                                      | CSP               | IIT | MHC | RMC | UIP |
|                                      | CSU               | ILC | MIL | ROB | UIR |
|                                      | CTS               | IMS | MMC | ROS | UIS |
|                                      | CTU               | ISL | MON | ROU | UIU |
|                                      | DAC               | ISU | MRT | RSH | UNI |
|                                      | DOM               | IVC | MTS | RVC | USF |
|                                      | DPU               | IWU | MVC | SAI | VCM |
|                                      | DPX               | JAL | MWU | SCC | WCC |
|                                      | ECC               | JKM | MXC | SCI | WHE |
|                                      | EIU               | JOL | NBT | SEI | WIU |
|                                      | ELM               | JUD | NBY | SFM | WRH |
|                                      | ERI               | JWC | NCC | SHC | WWC |
|                                      | ERK               | KCC | NEI | SIC |     |

**ILDS**  
(www.cyberdriveillinois.com)

ILDS codes defined at <http://illinoisdelivers.net>

For a directory of all Illinois libraries see: <http://www.eillinois.org>

July 2009

Each DLS public library should have a blank original of this form. If another is needed, please contact staff at the DuPage Library System.



**Figure 7 – DLS RBP Tally Sheet (July-December)**



**DuPage Library System**      Lending Library: \_\_\_\_\_  
**RBP Tally Sheet**                      Date: \_\_\_\_\_ (months / year)

(Loans to Patrons from DLS Libraries and non-DLS Systems)

| Patrons From                 | July | August | September | October | November | December | Total |
|------------------------------|------|--------|-----------|---------|----------|----------|-------|
| Addison                      |      |        |           |         |          |          |       |
| Aurora                       |      |        |           |         |          |          |       |
| Bartlett                     |      |        |           |         |          |          |       |
| Batavia                      |      |        |           |         |          |          |       |
| Bensenville                  |      |        |           |         |          |          |       |
| Bloomington                  |      |        |           |         |          |          |       |
| Carol Stream                 |      |        |           |         |          |          |       |
| Elburn                       |      |        |           |         |          |          |       |
| Franklin Park                |      |        |           |         |          |          |       |
| Geneva                       |      |        |           |         |          |          |       |
| Glen Ellyn                   |      |        |           |         |          |          |       |
| Glendale Hts                 |      |        |           |         |          |          |       |
| Itasca                       |      |        |           |         |          |          |       |
| Kaneville                    |      |        |           |         |          |          |       |
| Lombard                      |      |        |           |         |          |          |       |
| Naperville                   |      |        |           |         |          |          |       |
| North Aurora                 |      |        |           |         |          |          |       |
| Oak Brook                    |      |        |           |         |          |          |       |
| Roselle                      |      |        |           |         |          |          |       |
| St. Charles                  |      |        |           |         |          |          |       |
| Streamwood                   |      |        |           |         |          |          |       |
| Sugar Grove                  |      |        |           |         |          |          |       |
| Villa Park                   |      |        |           |         |          |          |       |
| Warrenville                  |      |        |           |         |          |          |       |
| West Chicago                 |      |        |           |         |          |          |       |
| Wheaton                      |      |        |           |         |          |          |       |
| Winfield                     |      |        |           |         |          |          |       |
| Wood Dale                    |      |        |           |         |          |          |       |
| <b>TOTAL - DLS</b>           |      |        |           |         |          |          |       |
| Chicago LS (CPL)             |      |        |           |         |          |          |       |
| PALS                         |      |        |           |         |          |          |       |
| North Suburban LS            |      |        |           |         |          |          |       |
| MLS                          |      |        |           |         |          |          |       |
| Other -- Specify             |      |        |           |         |          |          |       |
| <b>TOTAL - OTHER SYSTEMS</b> |      |        |           |         |          |          |       |
| <b>GRAND TOTAL</b>           |      |        |           |         |          |          |       |

**Return completed form to DLS Headquarters by January 15<sup>th</sup>.**

DLS 87-09-05  
Revised 1201 rev. 703

Public Libraries may request copies of this form from DLS.  
 This item is available as an Excel Spreadsheet on the DLS website, <http://www.dupagels.lib.il.us>, under the Resource Sharing section.

**Figure 8 – DLS RBP Tally Sheet (January-June)**



**DuPage Library System**      Lending Library: \_\_\_\_\_

**RBP Tally Sheet**                      Date: \_\_\_\_\_ (months / year)

(Loans to Patrons from DLS Libraries and non-DLS Systems)

| Patrons From                 | January | February | March | April | May | June | Total |
|------------------------------|---------|----------|-------|-------|-----|------|-------|
| Addison                      |         |          |       |       |     |      |       |
| Aurora                       |         |          |       |       |     |      |       |
| Bartlett                     |         |          |       |       |     |      |       |
| Batavia                      |         |          |       |       |     |      |       |
| Bensenville                  |         |          |       |       |     |      |       |
| Bloomington                  |         |          |       |       |     |      |       |
| Carol Stream                 |         |          |       |       |     |      |       |
| Elburn                       |         |          |       |       |     |      |       |
| Franklin Park                |         |          |       |       |     |      |       |
| Geneva                       |         |          |       |       |     |      |       |
| Glen Ellyn                   |         |          |       |       |     |      |       |
| Glendale Hts                 |         |          |       |       |     |      |       |
| Itasca                       |         |          |       |       |     |      |       |
| Kaneville                    |         |          |       |       |     |      |       |
| Lombard                      |         |          |       |       |     |      |       |
| Naperville                   |         |          |       |       |     |      |       |
| North Aurora                 |         |          |       |       |     |      |       |
| Oak Brook                    |         |          |       |       |     |      |       |
| Roselle                      |         |          |       |       |     |      |       |
| St. Charles                  |         |          |       |       |     |      |       |
| Streamwood                   |         |          |       |       |     |      |       |
| Sugar Grove                  |         |          |       |       |     |      |       |
| Villa Park                   |         |          |       |       |     |      |       |
| Warrenville                  |         |          |       |       |     |      |       |
| West Chicago                 |         |          |       |       |     |      |       |
| Wheaton                      |         |          |       |       |     |      |       |
| Winfield                     |         |          |       |       |     |      |       |
| Wood Dale                    |         |          |       |       |     |      |       |
| <b>TOTAL - DLS</b>           |         |          |       |       |     |      |       |
| Chicago LS (CPL)             |         |          |       |       |     |      |       |
| PALS                         |         |          |       |       |     |      |       |
| North Suburban LS            |         |          |       |       |     |      |       |
| MLS                          |         |          |       |       |     |      |       |
| Other -- Specify             |         |          |       |       |     |      |       |
| <b>TOTAL - OTHER SYSTEMS</b> |         |          |       |       |     |      |       |
| <b>GRAND TOTAL</b>           |         |          |       |       |     |      |       |

**Return completed form to DLS Headquarters by July 15<sup>th</sup>.**

DLS #7-09-05  
Revised 12/01, rev. 7/03, rev. 7/1/04

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