

## **Oregon Library Passport Program Statement of Shared Understanding**

The Oregon Library Passport (OLP) Program is an ongoing initiative of the Oregon Library Association intended to expand access to library collections throughout the state for folks who already have a library card. Libraries may join the OLP program at any time by completing and submitting this Statement of Shared Understanding.

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 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
- ⌚ 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 Participating Library Agreement:

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

John Hunter, Library Manager  
Woodburn Public Library  
280 Garfield St  
Woodburn, OR 97071  
503-982-5259 Ph  
503-982-5258 Fax

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Participating Library Name

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Library Director Name

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Signature

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Designated OLP Program Liaison

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Mailing Address

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Telephone Number

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FAX

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Email Address

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

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