



Show Me The World Get Connected Courier Delivery Service Agreement

Kansas City Metropolitan Library & Information Network

July 1, 2010–June 30, 2011

LIBRARY INFORMATION

Library Name: _____

Library Director: _____ E-mail: _____

Circle: Public School Academic Health Special Other: _____

OCLC Code: _____ DOCLINE Code _____

Delivery Address for Service: _____

City: _____ State: _____ Zip: _____

Library Phone: _____ Library Fax: _____

Hours of Operation: (Monday-Friday only): _____

Special Delivery/Parking Instructions:

Map: Please attach a map to delivery/pickup location.

Parking/Security Instructions: _____

1st Contact Name: _____ Phone: _____

Email Address: _____

2nd Contact Name: _____ Phone: _____

Email Address: _____

Please provide contact information for library staff person responsible for maintaining monthly statistics:

Contact Name: _____ Phone: _____

Email Address: _____

COURIER DELIVERY SCHEDULE

Check appropriate schedule: 12 month 9 Month Summer Start/Stop Dates _____

Circle the number of delivery days/week requested: 1 2 3 4 5

Libraries receiving service **two days per week** will be on a Tuesday-Thursday schedule.

Libraries receiving service **three days per week** will be on a Monday-Wednesday-Friday schedule.

Please contact Susan Burton if special circumstances require your delivery schedule to be negotiated.

COURIER HOLIDAYS

Please note the following dates the courier will not be providing service.

New Year's Day	January 1st
Dr. Martin Luther King Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Thanksgiving Day & Friday	4th Thursday and Friday in November
Christmas Eve & Day	December 24th and December 25th
New Year's Eve Day	December 31

COKAMO – COURIER DELIVERY SERVICE FOR CO, KS AND MO LIBRARIES

COKAMO is a delivery system for interlibrary loans between Missouri, Colorado, and parts of Kansas and Wyoming. COKAMO is a joint project between the Kansas City Metropolitan Library & Information Network (KCMLIN) and the Colorado Library Consortia (CLIC). COKAMO links the Missouri and Kansas KCMLIN/Get Connected courier with the Colorado Library Courier

In order to develop custom holding groups for libraries affiliated with KCMLIN and CLIC, COKAMO has developed two distinct custom holding groups. Participants in these groups agree to reciprocal borrowing of their library materials.

Please select the local custom holdings group for your library:

- 1 Custom Holding Group #1:** My library is willing to be added to a local holdings group to loan library materials at no cost to other libraries in the group, other than audiovisual materials.
- 2 Custom Holding Group #2:** My library is willing to be added to a local holdings group to loan library materials at no cost to other libraries in the group, including audiovisual materials.
- 3 Custom Holding Group #3:** My library does not wish to be added to a local holdings group but does want to participate in the COKAMO delivery service.

ANNUAL DIRECTORY & LIBRARY CLOSING DATES

You are required to update information on your library for the annual directory. Please provide the email of the individual to complete the form: _____

You are required to update information on your anticipated library closing dates. Please provide any known closing dates for FY 2010-2011: _____

Show Me The World Get Connected Delivery Service

The _____ (participant library) requests courier service. By initiating this request, the participant understands that KCMLIN will make every reasonable effort to ensure that materials are delivered reliably by its courier and courier contractors.

The undersigned, on behalf of the participant library, has read the guidelines and procedures for courier service on the KCMLIN web site: <http://www.kcmlin.org/20108couriermanual.pdf>.

The undersigned warrants that he/she has full authority to execute this request on behalf of the participant library.

Signature of Authorized Agent for Participant library

Date

Typed or printed name of Authorized Agent

Please complete all three pages and return by the KCMLIN Courier.

Or, you may fax these pages to: 816-461-0966.

Or, send by mail to: Jill Schmidt, Special Projects Coordinator

KCMLIN, 15624 E. US Highway 24, Independence, MO 64050