

## BARCODE DUPLICATION INTER-GOVERNMENTAL AGREEMENT (IGA) For IHLS Members

July 30, 2024

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### Library Agency Name

Illinois Heartland Library System (IHLS) is funding the Barcode Duplicator project, which will run until December 31, 2025. The project aims to provide assistance in duplicating barcodes for member library materials, allowing for the sorting of materials using an automated material handling system (AMHS) at the IHLS delivery hubs. By December 31, 2025, all Sharing Heartland Available Resources Equally (SHARE) member materials circulated through the IHLS delivery hub that do not have RFID should have a barcode on the outside of the item.

Colleen Dettenmeier will serve as the coordinator for the project, providing necessary training and monitoring the performance and progress.

IHLS will offer three options to assist with barcode duplication:

1. Duplicating barcodes for member libraries as items pass through delivery at the IHLS hubs.
2. Loaning a barcode duplicator kit, limited number of barcodes, and resin ribbons to member libraries to complete their own duplications
3. Receiving a limited number of barcodes and resin ribbons only to complete their duplications with library-owned equipment.

Please review the details of each option below and select your preferred choice at the bottom.

### **Option 1. Duplicating barcodes for member libraries as items pass through delivery at the IHLS hubs.**

If this option is selected, any inter-library loan materials owned by this library, circulated through IHLS delivery hubs through December 31, 2025, will have a duplicated barcode placed on the top left of the front of an item. The original barcode will not be removed but will be duplicated using a barcode duplicator system and affixed. Your library name will not be printed on the duplicated label. The placement of the duplicate barcode label will be as follows: the front of an item in the top left corner horizontally on the item, approximately .25" to 1" from the spine or side of the item, a barcode that will be .75" x 2.25" or smaller. If the placement of the barcode obscures title information, we will check to see if the information appears elsewhere in the volume, for example, on the title page. If the information is elsewhere, the barcode will be placed in the upper left corner, allowing the information to be obscured. If the information is not found anywhere else in the volume, the barcode placement will be slightly changed so that the title information can be read.

By agreeing to allow IHLS to utilize the barcoding duplicator on your library materials, you are releasing IHLS, the IHLS Board of Directors, IHLS staff, and temporary or contractual staff from liability of any and all damages, personal injuries, and/or damage or loss of materials.

**Option 2. Loaning a barcode duplicator kit, limited number of barcodes, and resin ribbons to member libraries to complete their own duplications.**

If this option is selected, any materials owned by this library, circulated through IHLS delivery hubs through December 31, 2025, will not have duplicate barcodes completed for them at the IHLS hubs. This member library elects to complete the barcode duplication at their own library. After an IGA is completed, IHLS will send this member library:

1. The number of barcodes and resin ribbons equal to the number of items circulated outside of  
The barcodes and resin ribbon provided will be purchased for the member library from BayScan for the wireless model TTP-225. If these supplies are not suitable for your library's machine you will need to acquire your own supplies.
2. Instructions on how to reserve a barcode duplicator kit through Polaris. If all the kits are already loaned, this member library will be placed in line until a kit is available. IHLS will loan a barcode duplicator kit to this member library for a period of 30 days. The barcode duplicator kit will be available to your library free of charge. The kit will include a barcode duplication printer, scanner, and keypad. Each barcode duplicator kit will be pre-programmed with no library name or barcode digit spacing. The library will be able to coordinate with the barcode duplicator vendor to program your library name and barcode digit spacing and the confirmation email will include instructions on how to do this. After the 30-day loan period, the machine will need to be returned to allow the next library to begin its duplication. It is important to note that other libraries are waiting in line for their turn and delays in returning the loaned machines will set back their plans to begin duplication. The library must not manually change the due date of the duplicator kit at any time and barcode duplicator kits are not allowed to be renewed. If you would like to borrow the machine again, you can reserve the kit again in Polaris. When you receive the duplicator kit via delivery you must check out the item in Polaris within three business days.

By agreeing to borrow IHLS barcoding duplicator kits and supplies, you are releasing IHLS, the IHLS Board of Directors, IHLS staff, and temporary or contractual staff from liability of any and all damages, personal injuries, and/or damage or loss of materials.

**Option 3. Receiving barcodes and resin ribbons only to complete their duplications with library-owned equipment.**

If this option is selected, any materials owned by this library, circulated through IHLS delivery hubs through December 31, 2025, will not have duplicate barcodes completed for them at the IHLS hubs. This member library elects to complete the barcode duplication at their own library. After an IGA is completed, IHLS will send this member library:

1. The number of barcodes and resin ribbons equal to the number of items circulated outside of  
The barcodes and resin ribbon provided will be purchased for the member library from BayScan for the wireless model TTP-225. If these supplies are not suitable for your library's machine you will need to acquire your own supplies.

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By agreeing to receive these supplies, you are releasing IHLS, the IHLS Board of Directors, IHLS staff, and temporary or contractual staff from liability of any and all damages, personal injuries, and/or damage or loss of materials.

**Option 4. Barcode duplication is not necessary for the library.**

If this option is selected, your library does not need to complete any barcode duplication for your library because you already have external barcodes or RFID to scan items in Polaris.

**Option Election:**

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**Library Agency Name**

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**Library Agency Contact Name**

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**Library Contact Email**

elects the following option

**Option 1.** Duplicating barcodes for member libraries as items pass through delivery at the IHLS hubs.

**Option 2.** Loaning a barcode duplicator kit, limited number of barcodes, and resin ribbons to member libraries to complete their own duplications.

**Option 3.** Receiving barcodes and resin ribbons only to complete their duplications with library-owned equipment.

**Option 4.** Barcode duplication is not necessary for our library.

You may also return a signed copy of this document to Colleen Dettenmeier via email at [iga@illinoisheartland.org](mailto:iga@illinoisheartland.org) or fax at 618.656.9401 by August 30, 2024.

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**Library Agency Authorized Signature**

**Date**