



# Participation Form for Trans-Amigos Express and TExpress

By signing below library agrees to:

- 1) Submit monthly usage statistics (number of packages sent; number of packages received) by the **10th** of each month for the preceding month.
- 2) Abide by the responsibilities of the borrowing library: Borrowing libraries will be responsible for the replacement costs of items lost or damaged (replacement or repair cost of the item only; not additional processing fees). Borrowing libraries are responsible for items from the time they are shipped by the lending library until the lending library receives them upon return in accordance with the National Interlibrary Loan Code.

## Reimbursement

In some cases, TAE will reimburse for lost items. To qualify for reimbursement, a lost item must meet the following criteria:

- The item was shipped between participating TAE/TExpress libraries. (A TAE/TExpress participant list is available at [http://www.amigos.org/trans\\_amigos\\_express](http://www.amigos.org/trans_amigos_express).)
- The item has been reported via the [TAE Report Lost Items](#) online form. The Trans-Amigos Express unique identifies on the courier bag/box used to send the item must be included in the lost item form.
- The item was reported lost within 6 months of the ship date.
- Items going to or coming from *KLE*, *MALA* or *MOBIUS* are **not covered** by the TAE reimbursement policy. These items fall under the ALA ILL guidelines regarding lost and damaged items. <http://www.ala.org/rusa/resources/guidelines/interlibraryloancode>

## Cancellation Procedure

- Amigos and TAE/TExpress require **written notice** at least 30 days prior to the **beginning** of the month that service and billing are to terminate. Any library participating on the first day of any month is obligated to pay for the full month of service. Written cancellation may be mailed or emailed to [tae@amigos.org](mailto:tae@amigos.org).

## Orientation Session

For new participating libraries, at least one library staff member must attend the TAE introductory training session for new courier libraries. Contact [TAE@amigos.org](mailto:TAE@amigos.org) to set up a training session before the start of courier service.

Library signing below agrees to participate through June 30, 2029, unless the service is cancelled earlier through the above-referenced process.



# Participation Form for Trans-Amigos Express and TExpress

<i>Type or print all information</i>		
Name of institution or public library:		OCLC Symbol:
<b>PHYSICAL DELIVERY ADDRESS</b>		
Address:		
City:	State:	Zip Code:
<b>BILLING INFORMATION</b>		
Street address or PO box:		
City:	State:	Zip Code:
Authorized signature:		
Print name here:		Date:
Courier service will be invoiced after service starts.		
<b>REQUIRED INFORMATION</b>		
Enter hours of operation:		
Trans-Amigos Express contact person for this site:		Title:
Phone number:	Fax number:	
Email address:		
Date to begin Service:		
Level of Service (check one):		
<input type="checkbox"/> 5-day per week service <input type="checkbox"/> 3-day per week service <input type="checkbox"/> 2-day per week service		

**Return To:** TAE Office, Amigos Library Services, 4006 Belt Line Road, Suite 125, Addison, Texas 75001-6179,  
or email form to: [tae@amigos.org](mailto:tae@amigos.org)