

**PARTICIPANT'S AGREEMENT**  
**THE LATIN AMERICANIST RESEARCH RESOURCES PROJECT**  
**OF THE GLOBAL RESOURCES NETWORK**

Revised December 2008

This Participant Agreement will confirm an understanding between the Center for Research Libraries (“the Center”), acting as agent for the Latin Americanist Research Resources Project (“the Project”), and \_\_\_\_\_ (the “participating library”) concerning participation in the Project.

The Center for Research Libraries is a not-for-profit consortium of North American universities, colleges, and independent research libraries. The consortium acquires and preserves traditional and digital resources for research and teaching and makes them available to member institutions through interlibrary loan and electronic delivery. The Center serves as administrative home to LARRP, providing operational support for ongoing project activities.

The Latin Americanist Research Resources Project is a cooperative initiative that seeks to improve access to the array of research resources published in Latin America. Its goals are to restructure access to collections and resources on a comprehensive scale and to improve electronic access and document delivery systems for Latin Americanist resources. The Project focuses on serials, government documents, monographs, and other resources from Latin America.

- I. **North American parties to the agreement:** Attached as Appendix A.
- II. **Latin American parties to the agreement:** Attached as Appendix B.
- III. **Purpose of the agreement:** This document establishes the responsibilities of the participating library, the participant fee and duration of the agreement, and the mechanism for withdrawal.
- IV. **Participant's responsibilities:** the participating library is expected to participate actively in IV.A and IV.B below. Participation in IV.C through IV.E is voluntary.

A. Project Management

The participating library shall designate a liaison officer to develop and coordinate the specific activities agreed upon. This officer traditionally serves as subject bibliographer for Latin American studies resources. The officer at the participating library is expected to take an active part in the activities associated with the Project, e. g., to respond to requests for information on a timely basis, to serve on working groups as appropriate, and to contribute to the development of future Project initiatives.

## B. Latin American Periodicals Tables of Contents (LAPTOC)

1. The participating library will maintain standing subscriptions to at least eleven serials from Latin America, selected by the officer and confirmed by the chair of the LARRP Serials Working Group.
  - a) For all issues of the assigned serials, the participating library will input the table of contents information into the LAPTOC database within one week of receipt using the Web template.
  - b) For each assigned serial, the participating library will enter issues into the LAPTOC database retrospectively back to its first number or 1990, whichever is most recent.
  - c) The participating library will fill other Project participants' interlibrary loan requests for articles from the assigned serials, expediting the requests when possible. Ariel technology is the preferred delivery mechanism.
2. The participating library will provide the following statistical data on a regular basis or upon request of the chair of the LARRP Serials Working Group:
  - a) The number of interlibrary loan transactions (lending only) of Project titles.
  - b) Quantifiable costs associated with or anticipated by the Project.
  - c) Quantifiable savings associated with or anticipated by the Project.

## C. Distributed Resources

1. This program component is aimed at strengthening the collective coverage of monographs and other resources produced in Latin America. By building an interconnected network of collections, the Project seeks to provide enhanced coverage of "non-core" materials for the entire region.
2. The participating library is expected to reallocate 7% of its annual Latin American monographic budget to a specific target area, so that the selected area is supported by the level of spending it previously enjoyed, plus the reallocated 7%. That 7% can come from any source, including a supplemental budget allocation. The most common scenario is one in which slightly reduced purchases in a variety of areas generate the funds that enable stronger acquisitions in the target area.
3. The participating library will make every effort to catalog materials in its target area on a timely basis, ideally within six months of receipt.
4. The participating library will make holdings in the target area available for interlibrary loan, subject to established ILL criteria for rare, valuable, fragile, high use (etc.) materials. The terms for participation are fairly flexible.
5. The participating library will attempt to track the acquisitions associated with this component of the project, ideally through both dollar figures for annual expenditures and tallies of volumes/titles acquired. "Before" and "after" figures would be best of all. If interlibrary loan statistics permit, tallies of traffic within the target areas would also be useful.
6. The participating library will choose its target area by comparing what other Project participants have selected with their own priority countries or topics. Typically, participants choose to deepen collecting in established areas of local emphasis. While complementarity is desirable, there is no problem with duplicate coverage, particularly for major countries or in subjects that generate a quantity of materials. Again, the Project seeks to be flexible and to encourage deeper collecting in a variety of areas.

D. Government Documents

Participate in determining categories of materials for digitization.

E. Publications issued by Non-Governmental Organizations (NGOs)

Participate in determining the Project approach to collecting this category of materials.

V. **Reasonable accommodation:** If any of these terms poses difficulty, the Project will attempt to make necessary accommodations.

VI. **Participant fee and duration**

A. The participating library will contribute an initial membership fee of \$3,000 to demonstrate a commitment to the goals of the Project. An invoice for membership fees will be sent by the Center to the designated officer of the participating library unless otherwise notified.

An annual member fee will be instated to support and maintain ongoing Project resources. Fees may vary depending on number of participants and estimated expenses per year. Most or all member fees will be waived for the first three years of membership.

B. This Agreement will enter in force as soon as the Center receives the signed Agreement, participation form and membership fee and will remain in force indefinitely. Goals of the Project and provisions of the agreement will be reviewed annually by the officers of the participating libraries for revision and renewal.

VII. **Mechanism to withdraw**

A. Advance notice of three months is required to withdraw from the Project.

B. Any notice of withdrawal must be written and must be signed by the director of the participating library.

VIII. Agreed to and accepted this \_\_\_\_\_ day of \_\_\_\_\_ 200\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

**Please sign and return to: James Simon, Center for Research Libraries  
6050 South Kenwood Avenue; Chicago, Illinois, 60637**

**PARTICIPANT'S CONTACT INFORMATION  
AND COMMITMENT TO VOLUNTARY PROJECT COMPONENTS**

Official LARRP liaison: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Collection Dev. Officer: \_\_\_\_\_ (email) \_\_\_\_\_

Library Director \_\_\_\_\_ (email) \_\_\_\_\_

Billing Address (if different)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Distributed Resources:**

We will \_\_\_\_\_ / will not \_\_\_\_\_ participate in the distributed resources project as outlined above in Section IV. C of the Participant's Agreement.

Agreed to and accepted this \_\_\_\_\_ day of \_\_\_\_\_ 200\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

**Please sign and return to: James Simon, Center for Research Libraries  
6050 South Kenwood Avenue; Chicago, Illinois, 60637**

**Appendix A – North American Parties to the Agreement**  
as of December 30, 2008

The libraries of:

University of Arizona  
Arizona State University  
Boston College  
Brigham Young University  
University of California, Berkeley  
University of California, Los Angeles  
University of California, San Diego  
University of California, Santa Barbara  
Center for Research Libraries  
Columbia University  
University of Connecticut  
Cornell University  
Dartmouth College  
Duke University  
Emory University  
University of Florida  
Florida International University  
University of Georgia  
Harvard University  
University of Illinois at Urbana-Champaign  
Indiana University  
Inter-American Development Bank  
University of Kansas  
Library of Congress  
University of Massachusetts

University of Miami  
University of Michigan  
Michigan State University  
University of Minnesota  
University of New Mexico  
New York Public Library  
New York University  
University of North Carolina  
University of Notre Dame  
Ohio University  
Ohio State University  
University of Pennsylvania  
University of Pittsburgh  
Princeton University  
Rice University  
Rutgers University  
University of South Florida  
University of Southern California  
Syracuse University  
University of Texas  
University of Toronto  
Tulane University  
Vanderbilt University  
University of Wisconsin  
Yale University

**Appendix B – Latin American Parties to the Agreement**  
as of December 30, 2008

Biblioteca Inca, Cochabamba, Bolivia

Biblioteca Max von Buch, Universidad de San Andrés, Buenos Aires, Argentina

Biblioteca CIRMA, Antigua, Guatemala

Main Library, University of the West Indies, St. Augustine, Trinidad and Tobago

Sistema de Bibliotecas, Universidad de Puerto Rico, Recinto de Río Piedras

Biblioteca Central, Universidade Federal do Rio Grande do Sul

Serviço de Biblioteca e Documentação, Faculdade de Filosofia, Letras e Ciências Humanas, Universidade de São Paulo,