

# AGLINET STATUTES

## Preamble

The participants of the symposium on a World Network of Agricultural Libraries (hereinafter referred to as "AGLINET"), convened by the International Association of Agricultural Librarians and Documentalists (IAALD) and held in Rome, Italy, 24 November 1971, realize the substantial contributions of library services towards the advancement of development of world agriculture, and in close co-operation with other international systems for information transfer such as the International Information System for the Agricultural Sciences and Technology (AGRIS), have agreed to establish the AGLINET, a voluntary system formed within the framework of the IAALD.

In the light of several years' experience with the system, and following the recommendations of the AGLINET Technical Consultation which was held in March 1980 in Manila, the Statutes have been revised in June 1982, June 1984 and June 1994 respectively.

## ARTICLE - I

### Purpose

AGLINET, a co-operative library network in the field of agriculture, aims at combining efforts and resources towards achieving common interests, specifically:

a.

Mutual and rational use of library resources, not only for the benefit of members' own constituencies but also in support of other libraries within the country/region, through efficient delivery of primary documents, especially unique material unavailable elsewhere, by means of inter library loan provision of reproductions, (papers, microforms or any other means), as well as bibliographic information;

b.

Realization of a comprehensive resource coverage with appropriate regional and subject specialization.

## ARTICLE - II

### Network Structure

The AGLINET is composed of libraries in the following three categories with comprehensive collections which are capable of providing back up services beyond their primary constituency to other libraries in a respective country/region as well as to other participants in the AGLINET

a.

AGLINET Primary Centres Agricultural libraries of national or regional importance with comprehensive collections inclusive of forestry, fisheries and food and with strong regional coverage as well as an adequate service capacity. In the absence of a comprehensive library satisfying these conditions, a bona fide national association of agricultural libraries, possibly members of the IAALD which maintain a permanent secretariat, may be admitted.

b.

AGLINET Subject Centres Libraries in special subject fields within the broad domain of agriculture with world wide coverage.

c.

AGLINET International Centre One agricultural library which has comprehensive coverage in its collection, with ample service facility and the capability of taking a co-ordinating role in the network system.

### **ARTICLE - III**

#### **Co-ordinating Body**

The International Centre shall be responsible for maintaining the organizational structure, rules and procedures for service activities and for keeping up to date the AGLINET STATUTES in close consultation with participants in the network.

### **ARTICLE - IV**

#### **Procedures for Revision in the STATUTES and Changes in Membership**

Proposals for revision in the Statutes and changes in membership should be forwarded to the International Centre. The International Centre should circulate background documents, final draft or a final action proposal as appropriate to all participating centres requesting their comment and agreement. Revisions in the STATUTES and change in the membership shall become effective upon agreement by a majority of participating centres. All changes and revisions thus effected should be communicated to all parties consulted.

### **ARTICLE - V**

#### **Tasks of AGLINET Centres**

AGLINET Centres are responsible for:

a.

Providing upon request, inter library loan service, including reproduction, and bibliographic information within the scope of each participating centre to other AGLINET Centres of all categories primary, subject and international.

b.

Providing access to major bibliographic tools published by each participant to all other Centres whenever possible.

c.

Notifying the International Centre of changes that affect service operation of the AGLINET System e.g. the Liaison Officer, service facilities and conditions, etc.

d.

In addition, the International Centre should:

- be responsible for liaison, co-ordination and support services for the System;
- assemble and disseminate information on serial holdings of all Centres in the form of union lists;
- periodically collect statistical information on service operations of the AGLINET system.

## ARTICLE - VI

### Principles and Procedures in Inter Library Services in AGLINET

a.

General Principle - As a rule only primary documents falling within agriculture and related subject fields can be made available within the framework of the AGLINET system. Furthermore, AGLINET Subject Centres should be requested to provide only primary documents falling in their respective fields which are not available in other AGLINET Centres. As the majority of participating centres in the network operate on a noncommercial basis and under constraints, the following guidelines should be adhered to when requesting material:

i) As a rule, an AGLINET Centre should be requested to provide only items originating from the geographic region in which the centre is situated and for which it is responsible;

ii) Requests should be kept at a reasonable level to avoid an undue work load which would have detrimental effects on speedy operation on the part of centres providing the service.

iii) Judicious use of other appropriate supply sources such as the book trade, authors, international document delivery centres such as BLLD, CAB, CNRS, etc. should be made.

b.

Requests for Inter Library Loan or Photoreproduction Service - All requests should be made by filling in the three/part IFLA International Loan Request Form which should be signed by the AGLINET Liaison Officer. Requests may also be sent by telex, telegramme or telephone. In order to facilitate easy identification and speedy channelling, all requests should bear the AGLINET identity stamp and be addressed to the designated Liaison Officer. All bibliographic elements as required in the above mentioned form should be given as far as possible.

c.

Filling Requests, Delivery and Return Loan of original material should be substituted by reproduction where possible. Requests from AGLINET Centres should preferably be given priority treatment and should be dealt with within seven days of receipt. All material should be dispatched to the originating centre by air mail or a similar fast means of delivery. In case of loan of original material, dispatch should be made by means of registered air mail. Borrowing AGLINET Centres should return such material possibly within four weeks from receipt, again by registered air mail.

d.

Service Mode and Payment While the preferred form in which items should be furnished is to be indicated clearly when requesting primary documents, the AGLINET Centre providing the item reserves the right to decide the form in which requested material is to be supplied; e.g. loan of original, electrostatic copy, microform, etc. In principle, charges for reproduction and for mailing and handling should be waived for modest amounts among AGLINET Centres. However, all post facto invoices issued either by AGLINET Centres or by other libraries to which the original request was referred should always be honoured. If any centre is unable to provide free service over and above a certain amount, charges may be levied either individually each time or through cumulative invoices.

e.

Unfulfilled Requests Requests for primary documents which cannot be filled by the AGLINET Centre may at the discretion of the Liaison Officer be referred to another library where the material is known to be available. Unfilled requests should be returned to the originating centre with comments and suggestions as quickly as possible.

f.

Bibliographic Information Service Manual or computer output bibliographies both retrospective and of a recurring nature (such as selective dissemination of information) may be provided among AGLINET Centres bi laterally upon mutual agreement.