



Letter of Agreement for First Time Participants

Enrollment Period: July 1, 2022 - June 30, 2023

Important Dates

- **March 31, 2022:** Deadline for receipt of signed Letter of Agreement at State Library of Iowa
- **July 1, 2022:** BRIDGES will be available online to new member libraries
- **Within 90 days receipt of invoice:** Deadline for receipt of payment (Do not send payment until you receive an invoice.)

Member Library Responsibilities:

- The Library agrees to participate in the BRIDGES Overdrive Audiobook / eBook Consortium for a one year period beginning July 1, 2022 extending through June 30, 2023.
- Signed letter(s) of agreement (this agreement from the BRIDGES Consortium and a second agreement with Overdrive) and payment of fees make the library eligible to participate in the BRIDGES Consortium. In the first year of participation, "fee" includes the one-time \$400.00 setup charge. Nonpayment will result in suspension of patron access.
- Sign this Letter of Agreement (from the BRIDGES Consortium) **no later than March 31, 2022**; see page 2 of this letter for return address.
- Return the second Letter of Agreement (from OverDrive) as soon as possible after receipt; return address will be evident on said letter from OverDrive.
- The annual Consortium fee for public libraries for downloadable audiobooks and eBooks is calculated as follows: a \$300.00 base for each library, plus \$0.21 per capita based on the city population in which the library is located. Per capita numbers are based on 2020 population figures certified by the Iowa Secretary of State's office. <https://www.statelibraryofiaowa.gov/index.php/libraries/services-resources/online-resources-libraries/bridges/bridgesfees>
- A Library that joins the BRIDGES Consortium shall pay a one-time participation fee of \$400.00. *This one-time \$400.00 setup fee shall be due within 90 days of receipt of invoice unless other arrangements are agreed upon with State Library of Iowa. Note: This set-up fee cannot be waived or pro-rated.* If the Library requires ILS integration (allowing OverDrive to connect to the Library's automation system), the Library shall pay any additional costs required.
- A Library may pay an amount in addition to their annual fee as an extraordinary contribution to the development of the collection. A Library that pays an amount in excess of that Library's annual fee will have the option of selecting additional content of their own choice up to the amount of the extra fee they have contributed. Any content so purchased will be the property of the Consortium as a whole and will be accessible by all Consortium members. An extraordinary contribution may be made at any time during the fiscal year.
- The Library agrees to adhere to access, circulation, and collection policies determined jointly by the BRIDGES Consortium and by eligible group participants.
- The Library agrees to make this service available only to residents of its own city, rural residents of its own county, and/or residents of contracting cities. Open Access customers are not eligible for this

service.

- The Library agrees to provide first-level technical support to their patrons, understanding that State Library of Iowa staff act as back-up support for the Library. In providing first-level technical support, the Library agrees that it will not publish or distribute contact names, emails, or phone numbers of State Library of Iowa staff to local patrons.

The Library understands that if the Library withdraws, the content remains the property of the BRIDGES Consortium.

State Library of Iowa Responsibilities:

- State Library of Iowa will manage the Consortium in partnership with Overdrive on behalf of the participants of the Consortium;
- State Library of Iowa will act as the fiscal agent for the Consortium;
- State Library of Iowa will continue to provide authentication services to member Libraries who choose not to authenticate through their own ILS system;
- State Library of Iowa will work with selectors comprised of member libraries to ensure a quality collection;
- State Library of Iowa will help promote the service, as well as provide consulting and training to member libraries in helping them effectively use the service.