

# *Kansas Library Express*

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## **Agreement to Participate – New Members** January 1 – December 31, 2025

c/o Northeast Kansas Library System, 4317 West 6<sup>th</sup> Street, Lawrence, KS 66049  
<http://kslibexpress.mykansalibrary.org/>

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### **Participation Agreement Overview**

The undersigned library agrees to participate in the Kansas Library Express courier service from **January 1 through December 31, 2025**. The participation cost is based on the frequency of scheduled deliveries per week and the total volume of items shipped by the library. Refer to the 2025 fee schedule below for specific details. The **annual fee** will be billed and must be paid by **March 1, 2025**. Libraries closed for **one month or longer** may suspend delivery, and charges will be prorated for months without service.

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### **Terms and Conditions:**

- 1. KICNET Participation**  
Participation in **KICNET** state-wide interlibrary loan is required for all libraries. For regional systems of cooperating libraries, participation is optional. Libraries should maintain a minimal postage budget to cover occasional shipments to libraries not using courier service.
  - 2. Courier Statistics Submission**  
Libraries are required to submit **monthly courier statistics**. Failure to provide these statistics may result in additional fees or suspension of service.
  - 3. Missed Service Days**  
Occasional unscheduled missed service days may occur; however, no reimbursement will be provided for these missed days.
  - 4. Handling Misdemeanors**  
In the event of a misdelivery, libraries should place the misdelivered items out for pickup by the courier on the **next scheduled service day**.
  - 5. Mileage Costs**  
Libraries or their individual employees will not be reimbursed for mileage if they transport Kansas Library Express (KLE) materials.
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**Fee Schedule and Volume Estimates:**

Please complete the following information:

- **Number of Service Days per Week** (Check one):  
\_\_\_\_ 3 days/week      |      \_\_\_\_ 5 days/week
  - **Estimated Annual Volume (January 1 – December 31, 2025):** \_\_\_\_\_
  - **Base Fees** (For 12 months of service in 2025):
    - \$1,910 for 3 days/week
    - \$4,245 for 5 days/week
  - **Volume Surcharge:** For libraries shipping more than 4,000 items annually, a volume surcharge of **\$500 per additional 3,000 items** will apply. Libraries shipping more than 7,000 items are required to have 5 days/week service.
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**2025 Fee Schedule:**

<b>Annual Volume Shipped</b>	<b>Charge for 3 days/week</b>	<b>Charge for 5 days/week</b>
Up to 3,999 items	\$1,910	\$4,245
4,000 to 6,999 items	\$2,410	\$4,745
7,000 to 9,999 items	N/A	\$5,245
10,000 to 12,999 items	N/A	\$5,745*

\*For libraries shipping over **13,000 items**, an additional **\$500** fee will be applied for every 3,000 additional items, up to a maximum volume of **34,000 items**.

NOTE: Each regional system of cooperating libraries may support interlibrary loan resource sharing in some fashion. **Libraries should contact their regional system for further information.**

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**Signature:**

Please sign and return the **Participation Agreement** and **Directory Form** to the address listed above.

**Library Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Authorized Name (Printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_