



July 1, 2011

Dear Library Director:

On behalf of the Connecticut Digital Library Advisory Board, we cordially invite your library to participate in the reQuest Statewide Library Catalog service. Please find enclosed:

Participation Agreement  
Participation Form  
reQuest Interlibrary Loan Code  
Guidelines of Procedures for Use with the reQuest Interlibrary Loan Code (RFC)

The above documents and this letter are also available at <http://www.iconn.org/staff/JoiningReQuest.aspx>.

A list of all libraries participating in reQuest, and the services they are using, is posted at <http://www.iconn.org/staff/Participants.aspx>. More than 200 libraries are now offering the reQuest/Interlibrary Loan service to their patrons.

For an annual fee of only \$325 (based on the fiscal year, not prorated), you can:

- enable your patrons to submit interlibrary loan requests and track the status of their requests over the Web;
- enable your patrons to see a customized view of reQuest;
- update your holdings online and download MARC records into your local system; and
- make your catalog accessible to anyone over the Web.

For additional cost, library staff can use CatExpress to access 180+ million records in the OCLC catalog to find records matching their collection and add their holdings to these records.

The enclosed **Participation Agreement** calls for a basic participation fee of only \$325. CatExpress is priced separately at the rate of 0.99/record (FY 2012 rate), based on the number of records you estimate you will catalog in a year using that service, and is paid in advance at the time you register for the service. New pricing incentives are also in place for multi-branch or multi-campus libraries as well as multiple schools in a district where the first library pays \$325 and all additional libraries pay \$150 each.

To join, simply complete the participation agreement and form, and mail them to us. Upon receipt, we will send you an invoice and schedule your staff members for training (there is no additional cost for training). If you have any questions regarding specific reQuest services, or would like to see a demonstration, please let us know. We look forward to your partnership and participation!

Sincerely,

A handwritten signature in black ink that reads 'William Sullivan'.

William Sullivan, Administrator