

TERMINATION OF SHARE MEMBERSHIP

A SHARE member library may withdraw from full participation in SHARE by notifying the Illinois Heartland Library System in writing by January 1 prior to the fiscal year in which the library intends to leave SHARE. The member library is required to fulfill all outstanding obligations for the fiscal year in which the termination is requested. Termination notice given after January 1 will require the member library to pay SHARE scheduled costs for the entirety of the coming fiscal year. All borrowed items must either be returned or paid for by the last day of membership. The member library is also responsible for paying IHLS for the staff time used to remove their account from the SHARE database.

If the withdrawing library would like to have their records exported to a different integrated library system platform, arrangements will be made to export that library's patron and item records. Bibliographic and circulation records will not be migrated. The withdrawing library will pay for all costs associated with the export of records.

If the withdrawing library is not exporting their records to another platform, the library may be charged for the SHARE staff time required to clean-up the database.

Illinois Heartland Library System

Champaign Office • 1704 West Interstate Drive, Champaign, IL 61822 • 217/352-0047

DuQuoin Office • 500 South Madison, Du Quoin, IL 62832 • 618/985-3711

Edwardsville Office • 6725 Goshen Road, Edwardsville, IL 62025 • 618/656-3216