InfoPass

2022 InfoPass Annual Participation Form

What is InfoPass?
The InfoPass program allows library patrons to borrow from or have on-site access to library materials at other participating WNYLRC member libraries. Member libraries and library systems that participate in the program can issue InfoPass cards to their library patrons who are in good standing. The InfoPass card is good for up to one year and it allows individuals access to libraries and resources that may be otherwise unavailable. Participating libraries can determine their own lending and access policies for InfoPass cardholders.

Who can participate?
All WNYLRC members are eligible to participate in this voluntary program. This includes academic, public, special, school, and hospital libraries.

Who can apply for an InfoPass?
Library patrons with serious research needs can apply through their home library (college, high school, public, or other) for an InfoPass card if their home library participates in the program. Applications are submitted online on the WNYLRC website by library staff on behalf of the patron.

A "serious user" may be a faculty member, a graduate student, a corporate researcher, a health science professional, a lawyer, a teacher, a writer, a genealogist, an undergraduate student, or a pre-college honors student (Advanced Placement-AP). The librarian or information manager from the patron's home library is responsible for assessing the patron's information needs before issuing an InfoPass card.

Patron Responsibilities
InfoPass is a courtesy extended to patrons by their home library. Patrons are required to show their InfoPass card when visiting and borrowing materials at participating libraries. Patrons are required to abide by all rules and regulations of each of the libraries from which services are received. The InfoPass card can be rescinded at any time if the patron abuses borrowing or viewing privileges. Patrons are fiscally responsible for any and all materials damaged, lost, or not returned to the lending library. Patrons will be billed for any materials not returned and are subject to fines for late returns.

Library Responsibilities
The InfoPass-issuing library is responsible for ensuring materials are returned and are willing to accept liability for lost books, overdue fines, or other charges incurred by their patrons. WNYLRC will not be held responsible to pay
for any charges incurred by patrons from participating libraries.

**How It Works**

- Participating libraries complete the Annual Participation Form to declare their interest in the program and list a main contact. Libraries determine the extent of services to be rendered to InfoPass cardholders from outside their own user communities.
- The main contact must have an account on the WNYLRC Website in order to be assigned rights to distribute InfoPasses to their users.
- Paper InfoPass cards are sent to participating libraries. A participating library issues an InfoPass card to the user by completing the registration form on the InfoPass webpage. The issuing library can determine the length of time the InfoPass is valid to the user anywhere from one day to one year. An electronic user record is filed on the WNYLRC website.
- The user receives the paper InfoPass card with the valid dates.

**Questions?**

Please contact Jennifer Northup at jnorthup@wnylrc.org.

**Current Participants:**

- Akron Central School District MS/HS LMC
- Amherst Central High School
- Buffalo Academy of the Sacred Heart
- Buffalo General Medical Center
- Canisius High School
- East Aurora High School Library
- Erie 2 BOCES School Library System
- Genesee Community College
- Hilbert College
- Houghton College
- Kenmore East High School
- Lake Shore High School
- Millard-Fillmore Suburban Hospital
- Nichols School
- Nioga Library System
- Orleans-Niagara BOCES School Library System
- US Army Corps of Engineers, Buffalo District
- University at Buffalo - Lockwood, Abbott, and Music libraries

**Borrowing and Access Policies for 2022 Participants**
In addition, WNYLRC libraries listed below have agreed to provide on-site access to resources to all InfoPass cardholders who are not AcademicSHARE participants. Covid restrictions and borrowing privileges will vary by institution; please contact the individual library for more information.

- Canisius College
- Daemen College
- D'Youville College
- Hilbert College
- Genesee Community College
- Jamestown Community College
- Medaille College
- Niagara County Community College
- Niagara University
- St. Bonaventure University
- SUNY Buffalo State College
- SUNY Erie
- SUNY Fredonia
- Trocaire College
- University at Buffalo Libraries
- Villa Maria College