

**KDLA LOTE (Language Other Than English)
Circulating Collection Program Participation Form**

Library Name: _____

Contact Person for LOTE Collections: _____

Telephone: _____

Email: _____

Would you like an automatic exchange of collections, or would you like to be contacted before we send you a new collection? _____

Collections currently available – Eight separate Spanish-language collections. Each collection contains children’s books (wordless, picture, and some chapter books), cookbooks, folk tales, and poetry. To view titles in each collection and number of items per collection, go to <https://kdla.on.worldcat.org/> and search “LOTE collections for Kentucky libraries” as a keyword phrase.

FAQ

- Collections will be shipped via the KYVL courier and should be returned through the courier.
- Collections check out for four months at a time. At the end of four months, you will return the collection, and the next collection will be sent to you.
- A paper receipt will be included in the collection (or a packing slip emailed to you) with all items checked out for that collection on your library’s account.
- As part of our youth collections, there will be no charge for lost or damaged items unless the total cost exceeds \$100.00 per collection/per patron. If you have a patron who loses/damages over \$100.00 worth of items (many books in the collection), please contact us for instructions.
- Each item has a unique barcode. These barcodes can be used in any library ILS.
- When readying the items for use in your collection, please do not use anything that adheres to the covers (barcodes, stickers, pockets, etc.) or use permanent markers on the covers.
- If some items are still checked out to your patrons when the collection is due, please return the rest of the collection as scheduled and notify the State Library of the missing books. Late books can be returned to KDLA in the green courier bags through the KYVL courier when they are returned to you. We do not charge overdue fees.