

Prompt billing for intra-Minerva Long in Transit items

Long in Transit items are defined as items that have had a status of In Transit for 45 days without being received by the library to which they were being sent. For such items, the library that set the item to In Transit, referred to here as the “last touch” library, is responsible for payment.

Within the Minerva Consortium, the owning library is obligated to bill the “last touch” library within 30 calendar days of when a Long in Transit item has reached the status of billed (an item becomes billed after 45 days with status In Transit). The owning library may bill the “last touch” library directly for the **replacement cost** of the item, **no processing or other fees**, at which point the “last touch” library becomes responsible for payment of the bill to the owning library. A copy of the bill, either physical or electronic, must be sent to the primary circulation contact of the “last touch” library. **Neither physical copies of bills nor payment for bills may be sent through the van delivery service.** Payment should occur within 30 calendar days.

It is permissible to negotiate paying market price or supplying a replacement copy in lieu of payment but any such change to the supplied bill is at the discretion of the owning library. However, it is not permissible to charge the “last touch” library more than the list price of the item. Processing or other fees are prohibited.

If the owning library does not notify the “last touch” library within 30 calendar days of when a Long in Transit item has reached the status of billed (an item becomes billed after 45 days with status In Transit) the “last touch” library is not obligated to pay the bill.

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