

ACADEMIC LIBRARY RECIPROCAL BORROWING AGREEMENT

AND

Effective _____ to _____

The purpose of the Academic Library Reciprocal Borrowing Agreement is to allow participating academic libraries to expand their users' access to library resources.

This Agreement refers to the home library, which is the library directly associated with users who are registered students or who are current staff members of the home institution. The reciprocating library is a signatory library which is offering a guest borrowing privilege based on the stipulations designated in this agreement.

The following are the policies under which the participating libraries will accord borrowing privileges to users from another academic institution:

- 1) An institution adopting this agreement agrees to provide borrowing privileges to the students and staff of another academic institution. Signatory institutions will provide each other with timely notification of any changes in local policy which may affect the operation of the agreement.
- 2) Each participating library will determine its lending policies for guest borrowers.
- 3) The policies for a guest borrower may or may not be the same as those used for the reciprocating library's primary clientele.
- 4) Overdue fines, service fees, replacement costs and other charges will be determined by the policies of the reciprocating library. Users from the home institution, who borrow under this agreement will be notified directly by the reciprocating library regarding overdue materials, recall of materials, service fees and replacement costs.

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5) When a reciprocal borrower incurs outstanding loan charges which exceed \$25, the signatory libraries agree to initiate the designated procedures as noted below:

- A) The reciprocating library will inform the home library.
- B) The reciprocating library will place a block on the individual's guest borrowing privilege.
- C) The patron will be notified by the home library that a block has been placed on his/her library borrowing privilege at the reciprocating library.

6) Upon being informed that a student or staff member has incurred loan charges exceeding \$25 at a reciprocating institution, the home library agrees to those measures below which are initialed by the signatory libraries:

- _____ A) A block will be placed on the individual's loan privilege at the home institution and the patron will be notified.
- _____ B) In the case of student borrowers, the home library will place a registration hold and a transcript hold on the academic record of the delinquent borrower and the patron will be notified.
- _____ C) The home library will assume liability for lost or damaged materials borrowed from the reciprocating library. Any replacement costs or charges for materials become the responsibility of the home library after normal notification periods employed by the reciprocating library have elapsed. It is within the prerogative of the reciprocating library to determine when its materials are uncollectible.

The reciprocating library will notify the home library within sixty (60) days that a guest borrower from the home library has incurred book replacement costs or damage charges. Payment by the home institution for replacement or damage costs will be made on an annual basis. Overdue fines will not be charged to the home institution.

7) In the event that the outstanding charges (over \$25) are paid by the user, the reciprocating library will inform the home library. Both the home and the reciprocating libraries will rescind blocks on library lending to the individual. The home library will rescind registration and transcript holds.

8) A user wishing to borrow materials must be a currently enrolled student or a staff member at the home institution. In order to sign out materials from a reciprocating library, a current library card from the home institution must be shown. If there is no picture of the borrower on the home library card or institutional ID., a picture identification of the borrower will be requested for verification.

9) Before extending reciprocal borrowing privileges, the reciprocating library agrees to check their patron records and/or attendant files to verify that the patron extended library privileges is in good standing with no blocks or holds having been placed on the individual's library privilege.

10) For accounting and evaluation purposes, participating libraries agree to maintain circulation statistics which are A) institution specific and B) user specific.

11) Materials borrowed under this agreement will be returned by the user to the reciprocating library. Libraries may send mistakenly returned library books to the owner library. Patron overdue fines, incurred as a consequence of a delay, will cumulate.

12) Signatory institutions reserve the right to discontinue participation in this agreement at any time. To terminate this Agreement a library must provide written confirmation to the other signatory member(s). Termination will take place 30 days after receipt of the letter.

Signed for:

Institution

Signature

Title

Date

Signed for:

Institution

Signature

Title

Date