

**SOUTHEASTERN MICHIGAN LEAGUE OF LIBRARIES  
RECIPROCAL BORROWING TASK FORCE  
MEMORANDUM**

To: SEMLOL General Membership  
From: J. Bosler, Chair SEMLOL Reciprocal Borrowing Task Force  
Subject: Reciprocal Borrowing Agreement 93  
Date: April 20, 1992

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The SEMLOL Reciprocal Borrowing Task Force has held three meetings and discussions have taken place with the Committee on Bibliographic Instruction, the Committee on Technology and the SEMLOL Executive Board. Numerous individual discussions with members have also occurred. Enclosed please find a copy of the Academic Library Reciprocal Borrowing Agreement.

While there seems to be a consensus on the philosophy of a SEMLOL Reciprocal Borrowing Agreement, there is also a reluctance among a number of libraries about entering into such an agreement. Significant concerns remain among librarians regarding potential costs, added workloads, lack of availability of materials for a primary clientele, the fear of giving more than one gets, and most certainly, the prospect that one may ultimately have to pay for such services.

The process in bringing a proposed document before the membership is complex, since a variety of interests must be served. Because of the diversity of needs and interests of different institutions, the pilot testing of the agreement attached is proposed as a necessary first step toward regional, reciprocal borrowing.

To assess the viability of a reciprocal borrowing agreement, it is thought best to initiate a pilot project of a short duration. Statistics and information about the project will be gathered and analyzed. Continuance of a reciprocal borrowing agreement will be determined by the individual institutions based on their respective experience and on the findings derived from the information gathered.

The concept of reciprocity can have a narrow or a broad focus. Viewed narrowly, reciprocity works best among libraries that are on an equal footing with each other, providing collection development, bibliographic instruction and professional staff in proportion to primary clientele. Based on this interpretation, a one-for-one relationship between number of items borrowed and loaned is the best situation. Taking a broader perspective, implementation of reciprocity may be extended to involve payment for items loaned when a one-for-one relationship does not exist.

Reciprocal borrowing is a supplemental service and is offered to expand and to facilitate information access. It should be relied on as one of several options when acquisition of information cannot be effectively accomplished in a timely manner. Other alternative access services are: interlibrary loan, or document delivery (via electronic access, local delivery service or telefaxsimile copying). Reciprocal library card privileges do not include the use of interlibrary loan nor the use of sophisticated online database access services (e.g. LEXIS, BRS, DIALOG etc.)

It is the recommendation of the Task Force that the lending policies for reciprocal guest borrowers at each library be as uniform as possible to facilitate standardization of service and consistent user expectations. Recommended terms of the borrowing privilege are:

- A) No more than 2-5 items may be borrowed at any one time.
- B) The loan period should be set at between 14 to 28 days.
- C) A one time renewal is recommended.
- D) The library borrowing privilege should expire at the end of the reciprocating library's term or semester.
- E) Restrictions on the lending of media or other special materials (i.e. Building Use Only Materials) will be determined by the policies of the reciprocating library.

Integral to the success of any reciprocal borrowing agreement are policies which encourage the prompt return of library materials. When a borrower is excessively delinquent, blocks on the library lending privilege and/or holds on transcripts and academic registration are appropriate vehicles to ensure the return of materials and the continuation of such agreements.

Academic records for staff members at participating institutions usually do not exist, and thus, cannot be used to encourage the return of library materials. In the alternative, the home library may agree to assume financial responsibility for materials owned by a reciprocating library and not returned by their staff members. Reimbursement for lost and missing materials is a realistic expectation of a home library by a reciprocating library.

As part of the library card registration process, the home library may wish to inform its patrons of the rights and obligations that the reciprocal privilege entails. The reciprocating library has an obligation to provide information on its lending policies and its disciplinary procedures in the event material becomes overdue.

The Academic Library Reciprocal Borrowing Agreement is a bi-lateral agreement. It is the responsibility of each academic library to establish the terms of agreement.

For the duration of the experimental period, August - December 1992, libraries will not be reimbursed for any net lending that may occur. Upon the completion of the trial period, the statistics generated may be used to develop a formula for net lender reimbursement. The formula may specify a reciprocal transaction threshold, which when reached, will require payment by the home institution to the reciprocating library for materials used by home library users. Should there be a reasonable balance of reciprocity between the libraries, no fees will be paid.

The Southeastern League of Libraries has served as the catalyst for this agreement. In the SEMLOL tradition recommendations may be made to individual libraries to improve and coordinate library services and to develop additional vehicles for sharing resources.

After several months of discussions, there are a number of libraries who have made a commitment to implementing a reciprocal borrowing privilege with a bi-lateral agreement. It is an initial step as we work our way through the concept of access in the Information Age.

The Academic Library Reciprocal Borrowing Agreement will be on the agenda for discussion at the SEMLOL Annual Spring Meeting, May 7, 1992 at the Max Thompson Learning Resources Center (J Building) of Macomb Community College. The meeting has been arranged as a half day afternoon session between 1:00 p.m. and 4:30 p.m.

**ACADEMIC LIBRARY RECIPROCAL BORROWING PILOT PROJECT  
STATEMENT OF INTENT**

\_\_\_\_\_, is interested in reciprocal borrowing privileges, as implemented by the Academic Library Reciprocal Borrowing Agreement, with the following designated institutions.

Please check each institution with which your institution is willing to reciprocate.

- \_\_\_\_\_ 1. EASTERN MICHIGAN UNIVERSITY LIBRARY
- \_\_\_\_\_ 2. HENRY FORD COMMUNITY COLLEGE LIBRARY
- \_\_\_\_\_ 3. LAWRENCE TECHNOLOGICAL UNIVERSITY LIBRARY
- \_\_\_\_\_ 4. MACOMB COMMUNITY COLLEGE LIBRARIES
- \_\_\_\_\_ 5. MADONNA UNIVERSITY LIBRARY
- \_\_\_\_\_ 6. OAKLAND COMMUNITY COLLEGE LIBRARIES
- \_\_\_\_\_ 7. OAKLAND UNIVERSITY LIBRARIES
- \_\_\_\_\_ 8. SCHOOLCRAFT COLLEGE LIBRARY
- \_\_\_\_\_ 9. UNIVERSITY OF DETROIT-MERCY LIBRARY
- \_\_\_\_\_ 10. UNIVERSITY OF MICHIGAN-DEARBORN LIBRARY
- \_\_\_\_\_ 11. WALSH COLLEGE LIBRARY

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

Please return this form by June 26, 1992

TO: Jerry Bosler  
South Campus Library  
Macomb Community College  
14500 Twelve Mile Rd.  
Warren, MI 48093

SOUTHEASTERN MICHIGAN LEAGUE OF LIBRARIES  
RECIPROCAL BORROWING TASK FORCE  
MEMORANDUM

TO . Reciprocal Borrowing Pilot Project Institutions

FROM . J. Bosler, Chair SEMLOL Reciprocal Borrowing Task Force

SUBJECT . Implementation of Reciprocal Borrowing Pilot Project

DATE . June 8, 1992

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As a result of the SEMLOL General Meeting held May 7, 1992, eleven academic institutions have indicated a willingness to become involved in a reciprocal borrowing pilot project. The task of actually implementing the project during the next two months is before us. Through these summer months the interested institutions will receive additional communications so that they may begin reciprocal borrowing in late August. Every effort will be made to facilitate a smooth process. The duration of the experimental period will be August 17, 1992 through December 23, 1992. Continuance of the agreement will be determined by the individual institutions based on their respective experience.

The instrument used to facilitate the pilot project will be the Academic Library Reciprocal Borrowing Agreement. This Agreement is intended as a model or a form to be used by academic libraries in arranging reciprocal borrowing privileges among themselves. However, because this instrument is a bi-lateral agreement, it is the responsibility of each participating academic library to individually establish and verify the terms of the agreement with each institution with which it wishes to reciprocate.

At the request of the SEMLOL Board, I have agreed to coordinate the implementation process between participating institutions. It is my understanding that most institutions are willing to implement the Agreement as is. Some tailoring of the Agreement may occur. One library is prohibited from placing registration and transcript holds on its students for non-return of materials. However, this same institution will assume liability for lost materials borrowed from reciprocating libraries. Most institutions seem willing to accept the liability standard as minimum requirement.

To facilitate the implementation process, please find attached the following materials:

- 1) A list of the eleven libraries which are interested in signing bi-lateral agreements with each other.
- 2) A list of the chief contact persons at each institution who are involved in making a commitment to implementation of the reciprocal borrowing pilot project. I have included names, addresses, telephone and fax numbers so that you can communicate with each other.
- 3) A list of individuals who will be charged with implementing the pilot project. In most cases library staff members will be delegated to implement at each institution. Name, addresses, telephone and fax numbers are noted and will be added to, or, updated as the project continues.
- 4) A memorandum on reciprocal borrowing dated April 20, 1992. This memo contains informational considerations about reciprocal borrowing and its implementation not found in the Agreement itself.
- 5) A copy of the Academic Library Reciprocal Borrowing Agreement.
- 6) A form to indicate specifically with which libraries you are prepared to reciprocate. Please return the form after noting those libraries with which you wish to arrange reciprocal borrowing. Please return this form by June 26, 1992.

I will coordinate the responses and return a list of libraries with whom you can arrange reciprocal agreements directly. Call me with any questions at 445-7401. In the alternative, please feel free to call staff members at institutions with whom you would like to reciprocate. As we proceed, it may be that policies, procedures, or operational questions at individual institutions are best answered by appropriate staff members at their respective libraries.

During the next two months I will be asking your input in developing standardized statistical forms for the project. In addition, suggested circulation policy handouts will be devised which each institution may use or tailor for their individual needs.

A final consideration which was brought up at the SEMLOL General Meeting, should be mentioned. You may also wish to think about stickers for library cards to verify a currently enrolled student at your institution. Libraries in the same network (DALNET) need not be as concerned about verification of current enrollment since the status can be easily verified within the DALNET system. Other participating libraries will need to arrange an efficient way for a reciprocating library to recognize that the patron requesting reciprocal library privileges is a currently enrolled student at the home library. The sticker method or a dated library card would probably suffice as a solution.

I look forward to working with you on this project. It is a tremendous opportunity. Thank you for wanting to be involved.

cc: SEMLOL Board  
SEMLOL Reciprocal Borrowing Task Force

**SEMIOL LIBRARIES  
INTERESTED IN THE RECIPROCAL BORROWING  
PILOT PROJECT  
JUNE 1992**

1. EASTERN MICHIGAN UNIVERSITY LIBRARY
2. HENRY FORD COMMUNITY COLLEGE LIBRARY
3. LAWRENCE TECHNOLOGICAL UNIVERSITY LIBRARY
- ✓ 4. MACOMB COMMUNITY COLLEGE LIBRARIES
5. MADONNA UNIVERSITY LIBRARY
- ✓ 6. OAKLAND COMMUNITY COLLEGE LIBRARIES
- ✓ 7. OAKLAND UNIVERSITY LIBRARIES
8. SCHOOLCRAFT COLLEGE LIBRARY
9. UNIVERSITY OF DETROIT-MERCY LIBRARY
10. UNIVERSITY OF MICHIGAN-DEARBORN LIBRARY
11. WALSH COLLEGE LIBRARY



## RECIPROCAL BORROWING CHIEF CONTACT PERSONS

1. Sandra Yee  
203 University Library  
Eastern Michigan University  
Ypsilanti, MI 48197  
Telephone: 487-0020  
Fax: 487-8861  
Bitnet E-Mail: LIB YEE@EMUNIX.EMICH.ED
2. Barbara Lukasiewicz  
Eshleman Library  
Henry Ford Community College  
5101 Evergreen Rd.  
Dearborn, MI 48128  
Telephone: 845-6379  
Fax: 271-5868
3. Gary Cocozzoli  
Director of the Library  
Lawrence Technological University  
21000 W. Ten Mile Road  
Southfield, MI 48075  
Telephone: 356-0200 ext 3000  
Fax: 356-0200 ext 3005  
Bitnet E-MAIL: GRC@LTUVAX
4. Kul Gauri  
Associate Dean of Library & Information Services  
South Campus Library  
Macomb Community College  
14500 Twelve Mile Rd.  
Warren, MI 48093  
Telephone: 445-7606  
Fax: 445-7157  
Bitnet E-Mail: Gaur 01K@MCCUM1
5. Irv Rabideau  
Madonna University  
36600 Schoolcraft Rd.  
Livonia, MI 48150  
Telephone: 591-5016  
Fax: 591-0032  
Internet E-Mail: X7X1@MTS.CC.WAYNE.EDU
6. Dr. Richard Saunders  
Oakland Community College  
Highland Lakes Campus  
7350 Cooley Lake Rd.  
Waterford, MI 48327  
Telephone: 360-3032  
Fax: 360-3203

## RECIPROCAL BORROWING CHEIF CONTACT PERSONS

7. Suzanne Frankie  
Dean of Libraries  
Kresge Library  
Oakland University  
Rochester, MI 48309-4401  
Telephone: 370-2486  
Fax: 370-2458  
Bitnet E-Mail: Frankie @ Oakland
8. Jeanne Bonner  
Bradner Library  
Schoolcraft College  
18600 Haggerty Rd.  
Livonia, MI 48152-2696  
Telephone: 462-4440  
Fax: 462-4495
9. Margaret Auer  
Director of the Library  
McNichols Library  
University of Detroit-Mercy  
P.O. Box 19900  
Detroit, MI 48219-3599  
Telephone: 993-1091  
Fax: 993-1780
10. Timothy F. Richards  
Mardigian Library  
University of Michigan-Dearborn  
4901 Evergreen Rd.  
Dearborn, MI 48128-1491  
Telephone: 593-5445  
Fax: 593-5561  
Bitnet E-Mail: User SW5D@UMICHUM
11. Gloria B. Ellis  
Library Director  
Walsh College  
3838 Livernois  
Troy, MI 48007-7006  
Telephone: 689-8282  
Fax: 689-9066

## RECIPROCAL BORROWING IMPLEMENTORS

1. Rita Bullard  
University Library  
Eastern Michigan University  
Ypsilanti, MI 48197  
Telephone: 487-1778  
Fax: 487-8861
  
- 2a. Barbara Lukaszewicz  
Eshleman Library  
Henry Ford Community College  
5101 Evergreen Rd.  
Dearborn, MI 48128  
Telephone: 845-6379  
Fax: 271-5868
  
- b. Jane Kenyan  
Eshleman Library  
Henry Ford Community College  
5101 Evergreen Rd.  
Dearborn, MI 48128  
Telephone: 845-6379  
Fax: 271-5868
  
- 3a. Gary Cocozzoli  
Director of the Library  
Lawrence Technological University  
21000 W. Ten Mile Rd.  
Southfield, MI 48075  
Telephone: 356-0200 ext. 3000  
Fax: 356-0200 ext. 3005
  
- b. Mary Wilson  
Lawrence Technological University  
21000 W. Ten Mile Rd.  
Southfield, MI 48075  
Telephone: 356-0200 ext. 3000  
Fax: 356-0200 ext. 3005
  
4. Jerry Bosler  
South Campus Library  
Macomb Community College  
14500 Twelve Mile Rd.  
Warren, MI 48093  
Telephone: 445-7401  
Fax: 445-7157  
Bitnet: BOSL01J@MCCVMI

## RECIPROCAL BORROWING IMPLEMENTORS

5. Irv Rabideau  
Madonna University  
36600 Schoolcraft Rd.  
Livonia, MI 48150  
Telephone: 591-5016  
Fax: 591-0032  
Internet E-Mail: X7X1@MTS.CC.WAYNE.EDU

6a. Ann Walaskay  
Auburn Hills Campus Library  
Oakland Community College  
2900 Featherstone Rd.  
Auburn Hills, MI 48326  
Telephone: 340-6831  
Fax: 340-6513  
Bitnet E-Mail: AAWALASK@OCC

6b. Tom Lewandowski  
Oakland Community College  
Royal Oak Campus  
739 South Washington  
Royal Oak, MI 48067  
Telephone: 544-5578  
Fax: 544-5517

7a. Indra David  
Associate Dean  
Kresge Library  
Oakland University  
Rochester, MI 48309-4401  
Telephone: 370-2474  
Fax: 370-2458  
Bitnet E-Mail: David @ Oakland

7b. Eric Condic  
Kresge Library  
Oakland University  
Rochester, MI 48309-2474  
Telephone: 370-2467  
Fax: 370-2458  
Bitnet E-Mail: Condic @ Oakland

8. Roy Nuffer  
Bradner Library  
Schoolcraft College  
18600 Haggerty Rd  
Livonia, MI 48452-2696  
Telephone: 462-4440  
Fax: 462-4495

## RECIPROCAL BORROWING IMPLEMENTORS

9. Frances Young  
McNichols Library  
University of Detroit-Mercy  
P.O. Box 19900  
Detroit, MI 48219-3599  
Telephone: 993-1078  
Fax: 993-1780
  
10. Margaret Kruszewski  
Mardigian Library  
University of Michigan-Dearborn  
4901 Evergreen Rd.  
Dearborn, MI 48128-1491  
Telephone: 593-5598  
Fax: 593-5561
  
11. Gloria Ellis  
Library Director  
Walsh College  
3838 Livernois  
Troy, MI 48007-7006  
Telephone: 689-8282  
Fax: 689-9066

**ACADEMIC LIBRARY RECIPROCAL BORROWING AGREEMENT**  
**JUNE, 1992**

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) This agreement is promulgated as an experiment and is implemented for one academic term, beginning August 17, 1992 and ending December 23, 1992. Upon the termination of the experimental period, the participating libraries will review the implementation of the agreement and the circulation statistics generated by the use of the privilege. Refinement and continuing status of the agreement will then be determined. Either member of the agreement reserves the right to discontinue participation upon the completion of the experimental period.
- 2) 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.
- 3) Each participating library will determine its lending policies for guest borrowers.
- 4) The policies for a guest borrower may or may not be the same as those used for the reciprocating library's primary clientele.
- 5) 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.

6) 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 that a block has been placed on his/her library borrowing privilege at the reciprocating library.

7) Upon being informed that a student or staff member has incurred loan charges exceeding \$25 at a reciprocating institution, the home library agrees to the following measures:

- 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.

8) 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.

9) 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.

10) 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.

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

12) 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.