

LOUISIANA ACADEMIC LIBRARY INFORMATION NETWORK CONSORTIUM

AGREEMENT FOR RECIPROCAL BORROWING

Revised October 25, 2007

This agreement is made October 24, 1997, by and between the undersigned libraries, to provide reciprocal borrowing privileges among and between them. This agreement is designed to enhance the resources available and does not replace the institution's mission in acquiring resources necessary to support its curricula.

POLICIES and PROCEDURES

A. General Guidelines: The undersigned libraries agree to permit borrowing of materials by designated levels of users at participating institutions. All users will present a valid LALINC [Louisiana Academic Library Information Network Consortium] Borrowing Card issued by their home library and provide a picture ID. The "home library" is that of the institution in which the student is duly registered or the faculty/staff member employed. The process and policy for authorization of users and issuance of identification card will be assumed by the home library. Issuance of the LALINC Borrowing Card indicates that the issuee is a member in good standing with the home library and that the home library will be responsible for the use of materials of other libraries by that individual.

B. Circulation Policies: All patrons must abide by the host library's circulation policies and procedures that usually apply to undergraduate students. This includes length of loan period, fines and fees for overdue and lost materials, and other special restrictions such as copyright.

C. Overdues and Fines: Since the card is issued by the home library, the home library has the final responsibility for insuring that the books checked out from the host library are returned to the host library. Each library should notify patrons from other institutions and the "home library" about overdue materials and fines in the manner described by its own procedures. At an appropriate time, the home library will issue a check to the host library for books not returned, regardless of the fact that fees may not have been collected from the patron by the home institution.

D. Levels of Reciprocity: Levels range from 1-4 with (one) as the most restricted reciprocity. Each institution selects one level at which they will reciprocate with any other reciprocating LALINC institution. The level selected reflects the maximum level at which an institution agrees to reciprocate for borrowing and lending.

Level 1 – Faculty/Staff only

Level 2 – Faculty/Staff and Graduate Students

Level 3 – Faculty/Staff, Graduate Students and Undergraduate Restricted [2]

Level 4 – Faculty/Staff, Graduate Students, and Undergraduates

The lowest common level of reciprocity between any two institutions is the level at which the institutions will reciprocate (example: Institution A is Level 2 and Institution B is Level 3 – these

two institutions will reciprocate at Level 2). Reciprocity selected by each institution will be provided on a chart annually.

E. Statement of Responsibility: As stated in A. General Guidelines, issuance of the LALINC Borrowing Card indicates that the issuee is a member in good standing with the home library and that the home library will be responsible for the use of materials of other libraries by that individual. As in interlibrary loan agreements, the home library is ultimately responsible for its patrons, and the home library is required to assist in the recovery of materials and fines from the uncooperative/unresponsive/difficult patrons for host libraries. The LALINC Card/Reciprocity Borrowing Agreement is a privilege and not an entitlement. The privilege can be withdrawn from uncooperative patrons as well as uncooperative libraries. [3]

F. Distance Education: Distance Education students including undergraduates are extended the reciprocal borrowing privilege. Distance Education supersedes a library's designated level of reciprocity (example: A library is Level 2 but it will extend privileges to a properly identified undergraduate Distance Education student). The library at the institution where the Distance Education course is originating will be responsible for authenticating Distance Education patrons and issuing LALINC Reciprocal Borrowing Cards. The reciprocating library may provide additional services through arrangements made between institutions. A staff member at each institution will be designated the Distance Education liaison/contact point for questions from Distance Education students.

EVALUATION

This agreement will be reviewed and its effectiveness evaluated at least every five years.

[1] Revisions to the Reciprocal Borrowing Agreement have been approved by LALINC: April 1999, November 1999, March 3, 2000, and March 1, 2002.

[2] Undergraduate Restricted Use – A request for extension of borrowing privileges for “Undergraduate Restricted” must be accompanied by a letter from the Director of the home institution library. The length of time for which such privileges are requested will be included in this letter.

[3] The intent of the LALINC Reciprocal Borrowing Agreement is to facilitate patrons borrowing from institutional libraries other than just their home institutions. Annually the participating libraries review their participation levels [faculty/staff only; faculty/staff and graduate students only; faculty/staff, graduate students and undergraduates restricted; and faculty/staff, graduate students and undergraduates]. The home institution library is responsible for issuing the LALINC card to qualified borrowers in good standing with the home library. The home library is also responsible for making the borrower aware that he/she must abide by the policies and procedures of the lending library.

Borrowers must pay any fines or other assessments incurred in the process of borrowing materials from the lending library. When an item is 30 days overdue, the lending library will inform the home library if a patron fails to pay fines or other assessments due. The home library is required to pay the lending library the monies due. The home library can pursue reimbursement of these assessments with its patron if it chooses.

Effective July 1, 2004, if a home library fails to reimburse the lending library for fines and other assessments incurred by its patrons within 60 days of notification, the lending library will notify the home library Dean/Director that effective immediately no LALINC cards from that home library will be honored. The lending library Dean/Director will also notify the chair of LALINC who will post on LALDF-L a notification of non-payment of fines/assessments. This posting notifies other LALINC libraries of non-compliance with the LALINC Reciprocal Borrowing Agreement and LALINC libraries can then determine individually whether or not to continue lending to borrowers from the non-compliant library.

When the non-compliant home library has satisfied its debts, the lending library will notify the chair of LALINC. If the chair determines that the home library is no longer non-compliant with any other lending library, the chair will post a notification on LALDF-L reinstating the home library to good standing and full borrowing/lending privileges.

[4] This note is added to clarify the role of the originating or home library and the receiving or distance library site regarding interlibrary loan for distance education students. The originating or home library will be responsible for providing materials it owns to the distance education students. For books or articles not owned by either the originating or the receiving libraries, the receiving library will provide reasonable interlibrary loan support. Students must abide by the policies and procedures of the receiving library. If a student fails to abide by the interlibrary loan rules of the receiving or distance library and expenses are incurred, and the student fails to pay the costs, the home library will pay those costs to the receiving library and then obtain reimbursement from the student.

[5] This note is added to clarify the responsibilities of the home library in recalling a LALINC card. If a LALINC card holder fails to follow the rules of the lending library or the rules of the home library, the home institution requests the LALINC card be surrendered. Whether or not the home institution successfully gets the card back, the home institution director must send out an information notice to other LALINC libraries via the LALDF-L listserv. The information sent should be “[home library] has revoked the LALINC privileges of [individual’s name] and is no longer responsible for any attempt to use LALINC privileges at other LALINC member libraries. Please notify your Circulation Department.”