

ATLA Reciprocal Borrowing Participation Guidelines and Agreement

March 2015

Participation in the ATLA Reciprocal Borrowing Program is open to any North American ATLA Institutional or Affiliate Member in good standing.

PROCEDURES

- A patron from a participating library may walk in and request borrowing privileges from another participating library.
- Participating libraries refer to the official list of participants posted by ATLA on the ATLA Reciprocal Borrowing Program website to determine if the patron is eligible for service.
- Patrons will meet the lending requirements of the library they wish to use.
- Local lending practices will be followed for user privileges. Borrowers will be subject to the rules of the lending library.
- Lending libraries may contact the patron's home library to verify that the patron is in good standing there.

PARTICIPATING LIBRARIES' RESPONSIBILITIES

- Agree to the guidelines for the program and provide the name and contact information for an individual who receives official notifications about the program.
- Honor patrons from all participating libraries, provided those patrons meet lending library's lending requirements.
- Adopt a lending policy that states the local library's borrowing privileges for borrowers from other libraries.
- Ensure that circulation staff are aware of the program and its rules, and know the local procedures for checking out materials to borrowers.
- Inform borrowers about local rules of service.
- Publicize and promote the program at the local level.
- Stamp all materials with a property stamp.
- Collect overdue fines for overdue materials that the library loaned through the program.
- Home libraries will maintain and assist lending libraries in sharing current patron address and phone number for the purpose of retrieving overdue materials or collecting fines/fees, or agree to contact the individual on behalf of the lending library. Home libraries may suspend borrowing privileges due to non-return of items or non-payment of fines at a lending library.

BORROWER'S RESPONSIBILITY

- Be a patron in good standing at a participating library.
- Be prepared to show proof of current enrollment at a participating library.
- Be informed about and abide by the rules and policies of the libraries they use.
- Return materials in a timely fashion according to the rules of the lending library.
- Assume responsibility for all materials borrowed, including but not limited to payment for lost/damaged materials and overdue fines.

ATLA's RESPONSIBILITY

- Maintain a website that includes information about the program.
- Publish and maintain a current list of participating libraries on the website, including removing any libraries that are no longer North American Institutional or Affiliate members of ATLA.
- Maintain a list of current contacts for each participating library.
- Convene virtual or in-person meetings no less than twice a year to monitor the success of the program and to negotiate any needed changes to policies and procedures.
- Promote the program to current and new Institutional and Affiliate Members.
- Maintain a centralized file of signed participation agreements.

ATLA Reciprocal Borrowing Program Participation Agreement

By submitting this Participation Agreement, the Director agrees that the library will abide by the guidelines established for the ATLA Reciprocal Borrowing Program.

Institution and/or Library Name

Signature

Date

Printed Name

Title

Contact Information for Designated Individual

Name and Title

Library and/or Institution Name

Address

Address

Email:

Phone:

Please return this form to MemberRep@ATLA.com