

ATLA Reciprocal Borrowing Participation Guidelines

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.

Interested in joining the program?

[Submit the ATLA Reciprocal Borrowing Program Participation Agreement](#)