

Sample Public Library/Missouri Evergreen Reciprocal Borrowing Agreement

Members of the Program

Libraries who are members of the Missouri Evergreen Consortium's reciprocal borrowing agreement have agreed to allow walk-in patrons from any Missouri Evergreen library to check out materials free of charge from any participating library. Patrons may use their own home library card to check out materials. This program is available for patrons of participating libraries only.

Borrowing Programs are subject to the following limits:

- i. Reciprocal borrowers must have their home library card with them to check out materials.
- ii. ~~Reciprocal borrowers may not place reserves on materials.~~
- iii. Reciprocal borrowers may not request materials through interlibrary loan.
- iv. Reciprocal borrowers may not check out downloadable materials, eReaders, or tablets, or other equipment as restricted by the lending library.
- v. Reciprocal borrowers cannot remotely access the reciprocal library's online databases.
- vi. ~~Reciprocal borrowers may not request extended loans (i.e. family or vacation loans).~~
- vii. Reciprocal borrower privileges are valid until the expiration date of his/her home library card while the borrower's home library account is active and in good standing.

Overdue fines may be collected at the library where materials are returned, based on their fine rate. All fines are kept by the library collecting them.

Fees for lost and damaged materials will be collected by the patron's home library, and kept by the owning library. It is the responsibility of the owning library to send an invoice to the patron's home library to collect payment for lost and damaged materials. The home library will call the owning library when materials are damaged to discuss what to do with the items and how much to charge the patron. Damaged material will be returned to the owning library, which will assess any fines or fees.

Individual libraries are responsible for insuring ensuring that their staffs are aware of, and adhere to, statutory requirements concerning confidentiality of public library users' registration and circulation records as required by Missouri Statute.

Lending Library Responsibilities

1. Identify the patron's home library as a participant in the program Missouri Evergreen library.
2. Honor cards from participating Missouri Evergreen libraries.
3. Inform borrowers about local rules of service.
4. Verify the current address of the card holder
5. ~~Return materials to lending library.~~
6. Publicize and promote program at local level.

7. Participating libraries will adopt policies and procedures that ~~insure~~ ensure confidentiality and privacy of patrons are maintained.

Borrower Responsibilities

1. ~~Present your library card to a reciprocal borrowing library to register for library privileges in that library system.~~ Present home library card to borrow materials from a participating library.
2. Be in good standing at ~~your local~~ home library.
3. Be informed and abide by the rules and policies of the ~~participating libraries you use~~ lending library.
4. Assume responsibility for all materials borrowed ~~on your cards~~, including payment for lost/damaged materials, overdue fines or other fees.
5. Return materials to any ~~participating~~ Missouri Evergreen library in a timely manner according to the rules of the lending library.

Borrowing Reference through Missouri Evergreen

While reference materials are usually not removed from the owning library's building, the library may be willing in special circumstances to allow another library to borrow items for in-building only use. Please follow these procedures when loaning and borrowing reference materials.

Borrowing

1. Make sure the patron knows that IF the owning library is willing to send the item to your library, the item will not be allowed to leave your building.
2. Call the owning library to ask if the item may be borrowed.
3. When the item arrives, contact the patron, letting him know when the item must be returned to the owning library (the due date, which is found on the book strap).
4. Make sure your staff understands that the item may not leave the building.
5. When the patron is finished with the item, check it in to set the transit back to the owning library.

Loaning

1. If you are willing to loan the requested item, ask the borrowing library for its In-House Use patron barcode number.
2. Check out the item to that patron account, editing the due date to reflect when you want the item returned to you.
3. Complete two Reference Loan Straps. Attach one to the item and keep one for your records.
4. Put the item in the appropriate courier bag.
5. When the item is returned, check it in, remove the book strap, and reshelve.



This item is a reference book. It must be used inside the library.

Patron _____

Account number _____

This item belongs to

_____ Library

and is on loan to

_____ Library

DUE DATE: _____

Sent to borrowing library

_____ (Date) by

_____ (Name)



This item is a reference book. It must be used inside the library.

Patron _____

Account number _____

This item belongs to

_____ Library

and is on loan to

_____ Library

DUE DATE: _____

Sent to borrowing library

_____ (Date) by

_____ (Name)

Get Connected rates outside of KC area:

| | | | | | | |
|------------------------------------|-----------------|--|--|--|--|-------------|
| GET CONNECTED LIBRARIES | 2 days per week | | | | | \$ 2,533.00 |
| | 3 days per week | | | | | \$ 3,771.00 |
| | 4 days per week | | | | | \$ 5,010.00 |
| | 5 days per week | | | | | \$ 6,308.00 |

