

RECIPROCAL BORROWING AGREEMENT BETWEEN DALNET ACADEMIC LIBRARIES

The purpose of this Reciprocal Borrowing Agreement is to allow participating academic libraries within the Detroit Area Library Network (DALNET) 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 that 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. An institution adopting this agreement agrees to provide borrowing privileges to the students and staff of another DALNET academic institution. Signatory institutions will provide each other with timely notification of any changes in local policy that may affect the operation of the agreement.
2. The privileges to be extended to guest borrowers from DALNET Academic Libraries are the following.
 - A. Three items may be charged out from the reciprocating library at a time.
 - B. Items--unless other restrictions apply--will be charged to such patrons for the period that the reciprocating library sets for its student borrowers.**
 - C. Charged items cannot be renewed.
 - D. Charged items are subject to immediate recall.
3. The policies for guest borrowers from DALNET Academic Libraries are not the same as those used for the reciprocating library's primary clientele or for other types of guest borrowers. DALNET guest borrowing privileges can be restricted to specific portions of the reciprocating library's collections. For example, the Wayne State University Library System may limit DALNET guest borrowing privileges to materials in its Adamany Undergraduate Library, Purdy/Kresge Library, and Science and Engineering Library.
4. 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 materials, service fees, and replacement costs.

5. When a reciprocal borrower incurs outstanding charges that exceed \$50, 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 privileges.
 - C. The patron will be notified by the home library that a block has been placed on his/her library borrowing privileges at the reciprocating library.
6. Upon being informed that a student or staff member has incurred loan charges exceeding \$50 at a reciprocating institution, the home library agrees to those measures noted below:
 - 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.
 - D. 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 will be made on an annual basis. Overdue fines will not be charged to the home institution.
7. In the event that the outstanding charges (over \$50) 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.
8. A user wishing to borrow materials must be a currently enrolled student or a staff member at the home institution. The DALNET patron records will be consulted in order to establish current enrollment or employment. In order to be issued or to renew a DALNET guest-borrowing card 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 borrowing card or institutional ID, a picture identification of the borrower will be requested for verification. The DALNET guest borrowing card and picture ID must be shown whenever borrowing materials.

9. Before extending DALNET guest privileges, the reciprocating library agrees to check the patron's patron record to verify that the patron extended library privileges is in good standing with no blocks or holds having been placed on his/her library privileges at the home library.
10. For accounting and evaluation purposes, participating libraries agree to maintain circulation records that are A) institution specific and B) user specific.
11. Materials borrowed under this agreement will be returned by the users 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.
12. DALNET academic libraries participating in this agreement reserve the right to discontinue participation in this Agreement at any time. To terminate this agreement, a library must provide a letter of intent to the DALNET Board. Termination will take place 30 days after receipt of the letter.