

Memphis Area Library Council (MALC) Reciprocal Borrowing/Use Program, amended September 2015

The Memphis Area Library Council exists to enhance access to information resources for the primary users of its member libraries. The MALC Reciprocal Borrowing/Use Program is established in support of the goal of improving information access. Reciprocal Borrowing is a mutual agreement between participating libraries to enable the primary clientele of one library to borrow directly from another library.

The undersigned MALC member libraries have agreed to participate in the MALC Reciprocal Borrowing Program for the period July 1, 2015 through June 30, 2020. Continuation in the reciprocal borrowing program will be revisited annually, should an institution have a change or a new institutional member join.

The following guidelines establish the parameters of this program:

1. MALC member libraries indicate their willingness to participate in the Reciprocal Borrowing/Use Program by signing the MALC Reciprocal Borrowing/Use Agreement. The signatory to the agreement should be the Library Dean/Director.
2. Participating libraries select the category for their participation in the program. The category of participation indicates to whom the library will directly lend materials.

Category A: The library will loan directly to any faculty/staff member, graduate student, undergraduate student, etc. of a participating institution.

Category B: The library will loan directly to graduate students or faculty/staff members only of participating institutions.

Category C: The library will loan directly only to faculty/staff members of participating institutions.

Category D: The library will admit faculty/staff members, graduate students, and undergraduate students from participating libraries to use library collections in-house.

3. A participating library can move from one category to another by providing written notification to the MALC secretary who will take appropriate steps to make sure the information is updated on the official site and participating libraries are notified of the change.
4. The fact his/her home library is participating in a certain category does not limit a library user to libraries participating in the same category, i.e. If a library is a category D library, the primary users from that institution can still borrow from a category A, B, or C library if they meet the requirements of the lending library.

5. The list of Libraries participating in the MALC Reciprocal Borrowing/Use Program (along with contact information to verify affiliations) will appear on the MALC Website. In addition, the signed agreement will be scanned and will reside on the web site so it can be downloaded as needed by participating libraries.
6. Unless notified otherwise by the home library, the participating MALC Libraries will assume that the valid primary users of the undersigned libraries have the support of their home library to participate in the Reciprocal Borrowing/Use Program.
7. The borrower is responsible for the materials he/she borrows from a participating library and will be billed directly by the lending library for any materials that are lost, damaged, or returned late while in his/her possession.
8. Materials must be returned to the library from which they were borrowed. It is the responsibility of the borrower to ensure proper returns.
9. At least twice each year, (based on academic calendars) the participating libraries will report to each other any delinquent reciprocal borrower. (Those with overdue materials or outstanding bills.)
10. The participating home institution agrees to assist the lending library with recovering delinquent materials and/or settling outstanding bills.
11. If the borrower fails to settle his/her account with a lending library, he/she may be barred from further borrowing at the discretion of that library.
12. If after twelve months, a Reciprocal Borrower has failed to return borrowed items or pay for items damaged to the point of being useless, the home institution agrees to compensate the lending library for the replacement cost of the item. No processing fees, billing fees, or overdue fines will be billed to the home institution.
- 13. If a library fails to settle the account with the lending library, the lending library reserves the right to deny privileges to the borrowing institution members.**
14. Participating Libraries will decide individually whether to issue a separate Borrowers' Card or to use the ID card or other instrument issued by the home institution as the library card for Reciprocal Borrowers. (No MALC Borrowing Card will be established.)
15. Participating libraries will establish their own circulation and use policies and procedures for the MALC Reciprocal Borrowing Program and will be responsible for communicating the appropriate information to borrowers from participating Libraries.
16. For ease of administration, the program will coincide with the fiscal year in use by most MALC libraries, that being July through June.

17. While the program extends through the fiscal year, libraries may join the program during the year by signing the agreement at times established by MALC. The end of an agreement signed during mid-year will coincide with the end of the fiscal year.

18. A library that chooses to end its participation in the Reciprocal Borrowing/Use Program may do so by giving written notification to MALC. Such written notification must be given to the MALC secretary at least 30 days prior to the end of the library's participation, in order to provide opportunities for outstanding loans and obligations to be settled.

19. The new Reciprocal Borrowing/Use Agreement will be presented for signature by the May MALC meeting with the intent that it will be fully signed, distributed, and ready for implementation by July 1.

Created: May 8, 2009/ Revised 9.2014

Participating Libraries:

Institution/Library	Category	Library Dean/Director	Date
Plough Library, Christian Pros.	(A) B C D	Kayleigh	8-2-15
Baptist College of Health Sciences	(A) B C D	Michelle Moore	9/23/15
Southern College of Optometry	(A) B C D	W. Reed	9/23/15
Abilene Christian University	(A) B C D	W. Reed	9/23/15
Le Moyne-Women's College	(A) B C D	Annette Hunt	9/23/15
Tom Sinegaglia Row	(A) B C D	[Signature]	7/22/15
Memphis Theological Seminary	(A) B C D	[Signature]	7/23/15
[Signature]	(A) B C D	University of [Signature]	7/23/15
Rhodes College	(A) B C D	Dulene Brooks	7/23/15
[Signature]	(A) B C D	Southwest Tex. Com College	1/27/16