

Reciprocal Borrowing Agreement Among DALNET Libraries

The purpose of this Reciprocal Borrowing Agreement is to allow participating libraries within the Detroit Area Library Network (DALNET) to expand their users' access to library resources.

This Agreement references (1) the home library, which is the library directly associated with registered users of the home institution, and (2) the lending library, which is the library that is offering a reciprocal 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 DALNET institution:

1. Any DALNET member may participate in this agreement. Those members, who are not part of the ILS, will need to provide DALNET with electronic access to their patron records.
2. Participating DALNET institutions agree to provide borrowing privileges to the borrowers of other participating institutions. All participating institutions will provide each other with timely notification of any changes in local policy that may affect the operation of this agreement.
3. The privileges extended to reciprocal borrowers from DALNET Libraries may differ from those extended to the lending library's primary clientele or to other types of guest borrowers at the lending library. DALNET reciprocal borrowing privileges can be restricted to specific portions of the lending library's collections.
 - A. Each lending library will provide the DALNET director with a written statement detailing the limitations it places on DALNET reciprocal borrowing privileges. (Appendix 1). Such a statement might, for example, state that DALNET reciprocal privileges cannot be used to check out certain classes of materials (e.g., nonbook materials, videotapes, software), or materials from certain collections within the library (e.g., reserve materials or materials in the Rare Book collection), or materials from a specific library at the institution, for example the Dental Library or a specified branch location.
 - B. Users entitled to DALNET reciprocal borrowing privileges may have additional and/or different access to each lending library's collections or through other agreements. (*See DALNET Reciprocal Borrowing Privileges Document*)
 - C. Before opening a reciprocal borrowing account for a user, the lending library should first verify if the individual requesting reciprocal borrowing privileges

qualifies instead for a home borrowing account at the lending library. If the user qualifies for a home account at the lending library then one should be created instead of a reciprocal borrowing account. A single DALNET user may qualify for home accounts at more than one DALNET library.

(Example: A student who attends Oakland Community College would also be eligible for borrowing privileges at the Oakland County Library. Each library should establish a home account for the student at their respective institutions. The student should not be categorized as a reciprocal borrower at either library.)

4. The privileges to be extended to reciprocal borrowers from DALNET Libraries are as follows:
 - A. A user's borrowing privileges will be active for the period that the lending institution sets.
 - B. Items—unless otherwise restricted—will be checked out to DALNET reciprocal borrowers for the period that the lending library sets.
 - C. A user may have up to three items checked out from the lending library at a time.
 - D. Checked out items may be renewed according to the policies of the lending library.
 - E. Checked out items are subject to immediate recall.
 - F. Items will not be checked out to DALNET reciprocal borrowers whose privileges are blocked at their home institutions.
5. A user wishing to borrow materials must be currently registered at the home institution; an individual's record will be consulted in order to verify registration. The lending library will set its own policies for determining the user's identity.
6. Before extending borrowing privileges, it is the responsibility of the lending library to check the user's patron record from their home library to verify that the user is in good standing with no existing blocks or holds placed at the home library. No items will be checked out to a DALNET reciprocal borrower whose privileges are blocked at his or her home library.
7. The lending library will notify the user regarding the overdue status of any item according to the lending library's local practices. Overdue fines will not be charged to the home library.

8. Overdue fines, service fees, and other charges will be determined by the policies of the lending library. Users who borrow under this agreement will be notified directly by the lending library regarding these issues.
9. When a reciprocal borrower incurs outstanding charges that exceed the lending library's block limits:
 - A. The lending library will inform the home library.
 - B. The lending library will place a block on the individual's reciprocal borrowing privileges.
 - C. In the event that the outstanding charges are paid in full by the user, the lending library will inform the home library and the block on the individual's reciprocal borrowing privileges will be removed.
 - D. The lending library will notify the home library that a reciprocal borrower from the home library has incurred book replacement costs or damage charges within sixty (60) days of an item becoming overdue. It is within the prerogative of the lending library to determine when its materials are uncollectible. Replacement costs and processing fees will be paid by the home institution if the lending library notified the home library within sixty (60) days of an item becoming overdue.
 - E. Lending Libraries will have the option to waive replacement costs or damage charges to home libraries. Home institutions may also make arrangements with lending libraries to pay their replacement costs or damage charges on annual basis. In both circumstances, it is the responsibility of the institutions involved to negotiate such arrangements. The DALNET staff will not be involved.
10. Once a home library is informed that a borrower has incurred replacement costs or damage charges at a lending institution:
 - A. The home library will notify the borrower that a block has been placed on his/her library borrowing privileges at the lending library.
 - B. The home library will assume liability for lost or damaged materials borrowed from the lending library. All replacement costs and processing fees become the responsibility of the home library after normal notification periods employed by the lending library have elapsed.
 - C. In order to recover these replacement costs and processing fees, the home library may, as its policies and procedures determine, place borrowing privilege blocks, or holds against the home account of the borrower who has incurred the fees.

11. Materials borrowed under this agreement will be returned by the users to the lending library from which the materials were checked out.
12. To enter into this agreement, a library must provide a letter of intent and a signed copy of this agreement to the DALNET director. The letter will also include contact information for the representative at that institution who will handle reciprocal borrowing issues. The agreement will become effective 30 days after the receipt of the letter or when the institution is able to show compliance with the procedures detailed in this agreement, whichever comes later.
13. DALNET libraries participating in this agreement reserve the right to discontinue participation in this agreement at any time. To terminate participation in this agreement, a library must provide a letter of intent to the DALNET director. Termination will take place 30 days after receipt of the letter. Termination of participation does not alleviate a home library's responsibilities to pay replacement cost and processing fees as incurred by its users at lending libraries while participating in this agreement.
14. This agreement does not supersede any library's circulation or borrowing policies.

Appendix 1

Written statement detailing the limitations placed on DALNET reciprocal borrowing privileges by the lending institution (attach additional sheet/s if more space is needed):

DALNET Representative Signature

Date

DALNET Member Institution Signature

Date

DALNET Member Contact Information for this Reciprocal Borrowing Agreement:

Contact Name

Contact Number

[This document was approved by the DALNET Board of Directors on 11/27/2006]