



## **Statewide California Electronic Library Consortium Reciprocal Faculty Borrowing Agreement Policies & Procedures**

### **Policies**

1. Statewide California Electronic Library Consortium (SCELC) Library members may extend borrowing privileges to faculty (or other qualified researchers as identified by the home institution) from other participating SCELC institutions, subject to the policies and procedures documented in this agreement. This agreement does not extend privileges to students, staff, or courtesy borrowers.
2. SCELC Libraries screen each faculty member from their institution who wishes to obtain borrowing privileges and, upon verification of qualifications, issues an “Authorization for Reciprocal Faculty Borrowing Privileges” form. The faculty member must present the authorization form, accompanied by picture identification (preferably an institutional identification card), and other documents required by the reciprocal library, when registering for borrowing privileges at one of the SCELC Libraries.
3. By signing the authorization form, each SCELC (home) Library assumes full responsibility for the payment of any fees or replacement charges for unreturned or lost materials the faculty member subsequently borrows from a SCELC (reciprocal) library.
4. Each SCELC Library establishes the lending rules that govern the circulation of materials from its collection: the length of loan, the number of items that can be borrowed, and all fines and other rules. These will vary by library. However, each library shall apply the same lending rules to all faculty in the reciprocal borrowing program from any of the other participating SCELC institutions.
5. Either the home or reciprocal library can authorize:
  - a. A temporary suspension of the faculty member’s privileges due to violation of the lending regulations; or
  - b. A permanent revocation of privileges based on 1) repeated failure to comply with lending rules; or 2) termination of employment at the home institution.

### **Procedures**

- I. Library Card Registration
  - A. Faculty member completes the “Authorization for Reciprocal Faculty Borrowing Privileges” form at his/her home library.
  - B. Authorized staff at the home library verify that the faculty member qualifies for a reciprocal card based on the criteria set by the home library, fills in the



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“authorization valid until” date, and signs and dates the faculty member’s application form.

- C. If the faculty member is requesting cards from multiple reciprocal libraries, separate forms must be completed for each library.
- II. Use of SCELC Reciprocal Cards.
- A. The faculty member must present the completed authorization form and photo ID (preferably his/her college/university/research institution ID card) at the circulation desk (or other designated location) in the reciprocal library. The reciprocal library will then issue whatever type of card it normally issues for courtesy borrowers and provide information on the privileges associated with the card, as well as other general information such as library hours, parking regulations, etc.
  - B. SCELC Reciprocal Borrowing Cards are valid for one year, unless a shorter time period has been requested by the home library.
  - C. The reciprocal library retains the authorization form.
- III. Renewal of library privileges requires the same authorization process as with the initial card issuance to confirm that the faculty member is still affiliated with the home institution.
- IV. Fees
- A. The reciprocal library mails recalls, overdue notices, and bills for lost materials charges directly to the faculty member.
  - B. If this is not handled promptly, the home library will be notified. The home library will then take responsibility for the payment of any outstanding faculty fees in its normal manner.