

# PARCHMENT COMMUNITY LIBRARY

## RECIPROCAL BORROWING POLICY AND GUIDELINES

### RECIPROCAL BORROWING POLICY

The Parchment Community Library will enter into a Reciprocal Borrowing Agreement with another library, provided the library meets the following criteria:

1. Be in reasonable geographic proximity to the Parchment Community Library.
2. Have a funding level equivalent to at least a one-mil tax levy.
3. Obtain the approval of its governing body and have an officer sign a Reciprocal Borrowing Agreement with the Parchment Community Library.
4. Agree to assist the Parchment Community Library, if necessary, in recovering library materials from a reciprocal borrower.
5. Comply with the rules and practices of the Parchment Community Library, including any limitations placed on access to specific services or the borrowing of specific classes of materials.
6. Honor the provisions of a Reciprocal Borrowing Agreement with the Parchment Community Library, unless modified or canceled at the request of either institution in writing, with a 90-day notice.

# PARCHMENT COMMUNITY LIBRARY

## RECIPROCAL BORROWING POLICY AND GUIDELINES

### RECIPROCAL BORROWING AGREEMENT (SAMPLE)

WHEREAS the Parchment Community Library and the \_\_\_\_\_ Library have been developed to promote uninhibited access to library materials;

THEREFORE, the Libraries covenant between themselves on behalf of the people in their service areas to permit any person holding a valid resident borrower's card from either the Parchment Community Library or the Portage District Library access to both institutions, such an arrangement being generally referred to as reciprocal borrowing, subject only to the following conditions:

1. Users of this arrangement are expected to:
  - a) Conform to the rules and regulations of the institutions from which they borrow.
  - b) Present a valid resident borrower's card from the user's "home" library.
  - c) Present one other piece of identification (driver's license, Michigan ID) that contains the user's current name and address.
  - d) Pay promptly all delinquency charges which may accrue against them.
2. Both libraries agree to assist the other, if necessary, (on request) in recovering materials.
3. Both libraries may limit this activity to specific classes of services and/or materials at their discretion, but are encouraged to provide unlimited access.

This covenant becomes effective on the latest date shown below and shall remain in force until either party wishes it modified or canceled, in which case ninety (90) days notice must be given in writing by the party desiring action.

PARCHMENT COMMUNITY LIBRARY

SAMPLE LIBRARY

\_\_\_\_\_  
*Officer's signature/date*

\_\_\_\_\_  
*Officer's signature/date*