



## **Council of Connecticut Academic Library Directors Connecticut Library Consortium Reciprocal Library Borrowing - Procedures**

1. Full-time or permanent part-time faculty, staff, or doctoral students at one of the participating CCALD colleges and universities may borrow materials from any of the other participating institutions' libraries.
2. A faculty, staff member, or doctoral student completes the borrowing agreement form at his or her own institution's library, agreeing to comply with the lending libraries' policies.
  - a. A CCALD Reciprocal Library Borrowing card will be issued to the faculty, staff member, or doctoral student for use at participating CCALD libraries.
  - b. The card will be valid for the current semester.
  - c. Each borrower will be issued a chart that includes lending policies, fine rates, and billing information of the member libraries.
  - d. New cards will be issued on a semester by semester basis by the parent library, after updating the agreement form.
  - e. The parent library retains the right to deny a new card to any patron who has not adhered to his or her obligations as outlined in the borrowing agreement.
  - f. No member library may authorize CCALD Borrowing Privileges for faculty or staff from another institution.
3. The CCALD card must be verified as current during each use at another CCALD library.
  - a. Each member library may use the CCALD card or issue its own permanent card.
  - b. No materials should be charged to a patron presenting an out of date CCALD card.
4. Transactions shall be made under the policies of the lending library, including:
  - a. Loan period
  - b. Material types lent
  - c. Fine rates
  - d. Fine maximums
  - e. Billing rates
5. At the end of each semester, the lending library will notify the parent library of any unfulfilled borrower obligations.
  - a. The parent library assumes the responsibility for collecting fines and/or reimbursement or replacement fees according to the stated policies of the lending library.
  - b. Appropriate action against the delinquent borrower will be taken by the parent library.
  - c. Reimbursement by the parent library to the lending library will be made within ninety days of termination of the semester in which the default occurred.
6. The lending library has the right to refuse borrowing privileges to any faculty, staff member, or doctoral student who abuses library privileges. Failure to comply with a lending library's policy will result in immediate cancellation of borrowing privileges under the CCALD program.