

## TALA Libraries Borrowing Agreement

Participating Triad Area Library Association libraries will allow access to circulating collections by the currently affiliated students, faculty and staff of all other participating TALA libraries. Current registration or employment, as well as verification of "good standing" will be completed before the borrowing privileges will be granted to interested students, staff or faculty. Verification of "good standing" will be evidenced by requesting the patron, at the time they request the circulation privilege, to logon to the home institution or the home library. Those who successfully logon will be extended privileges. Phoning the home library's circulation desk for a verbal verification will also suffice. Privileges will be extended for the remainder of the semester in which they are issued.

Participating libraries will provide access to circulating collections that will vary from institution to institution, and users are encouraged to call ahead or check the table of TALA Circulation Privileges for information. The following guidelines will apply:

- Total number, format of the items that can be borrowed, and lending periods, are determined by the lending institution.
- Borrowing privileges will be suspended from the lending library for any borrower that has materials overdue, or who have fines and fees unpaid, and will not be reinstated until such overdue materials, or fines and fees are made current.
- Periodicals, Reference and Reserve materials are available for in building use, but will not circulate outside the building. AV collections are also available for in building use, but will only occasionally circulate outside the library. See TALA Circulation Privileges to determine which libraries will lend AV material.
- Interlibrary loan requests must be placed with the user's home institution.
- Local policies and needs will dictate the renewability of the item.
- Users are responsible for picking up materials in person from the TALA lending library, and returning the materials to the TALA library that owns the item.

Fine and fee schedules vary by institution, and the user is responsible for familiarizing themselves with the possible penalties at each institution prior to borrowing materials. Current fine and fee information can be found on the TALA Circulation Privileges table.

Primary notification from all institutions is sent out through email, so a current email address is necessary. Courtesy notices are sent out just prior to the due date from some, but not all, participating institutions.

Overdue notices are sent out to the borrower immediately after items are overdue, and are sent primarily by email. The number and frequency of the overdue notices sent is determined by the owning library.

If the patron has not returned the item after repeated overdue notices have been sent, the home library will be sent a bill for the non-returned item(s). The home library has responsibility for attempting to retrieve unreturned materials. Actions taken against the patron by the home library may include blocking the patron's record at the home institution, or adding the item's replacement cost onto the patron's record. The home library has the responsibility for paying all fines and fees associated with long unreturned materials. Bills will be sent to the Head of Circulation or the Head of Access Services at each participating institution.

Terms of this agreement may be modified by consensus of TALA Library Directors after consultation with other libraries in the agreement. This agreement is effective September 1, 2008.