

## Borrowing Reference through Missouri Evergreen

While reference materials are usually not removed from the owning library's building, the library may be willing in special circumstances to allow another library to borrow items for in-building only use. Please follow these procedures when loaning and borrowing reference materials.

### Borrowing

1. Make sure the patron knows that IF the owning library is willing to send the item to your library, the item will not be allowed to leave your building.
2. Call the owning library to ask if the item may be borrowed.
3. When the item arrives, contact the patron, letting him know when the item must be returned to the owning library (the due date, which is found on the book strap).
4. Make sure your staff understands that the item may not leave the building.
5. When the patron is finished with the item, check it in to set the transit back to the owning library.

### Loaning

1. If you are willing to loan the requested item, ask the borrowing library for its In-House Use patron barcode number.
2. Check out the item to that patron account, editing the due date to reflect when you want the item returned to you.
3. Complete two Reference Loan Straps. Attach one to the item and keep one for your records.
4. Put the item in the appropriate courier bag.
5. When the item is returned, check it in, remove the book strap, and reshelve.

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