



Missouri Evergreen Circulation Policy

Last Revised: August 2019

Definitions

Lending library: Library that owns the item in question

Borrowing library: Library from which an item has been checked out

Patron: An individual who has a Missouri Evergreen patron account

Home library: Library associated with a patron's account

In good standing: Fines and fees are not above the home library limits.

Inter-Library Loan: The act of requesting materials from another library.

Introduction

While each member Library will operate under its own circulation policies members of the Missouri Evergreen Library Consortium will operate under the Missouri Evergreen circulation policy and procedures for materials borrowed under Inter-Library Loan. This is a condition of participation in the consortium pursuant to the Missouri Evergreen Membership Agreement and the Missouri Evergreen Executive Board.

The vision of the Missouri Evergreen Library Consortium includes as a fundamental tenet the ability of library patrons to see and borrow library materials from all participating Missouri Evergreen Libraries. This goal of maximum access for patrons is tempered by the nature of the materials themselves and the logistics of moving materials among the libraries. Member libraries have agreed that Missouri Evergreen membership will not relieve libraries of the responsibility for purchasing the materials needed to meet the demands of local patrons.

The *Missouri Evergreen Circulation Policy* represents the decisions of the Executive Board as approved by the membership. Some policies and procedures will remain under local control, varying with the specific situation of each library, library district or library system.

SCOPE:

A loan of any material may be requested from another library in accordance with the policy of that library. The lending library will decide in each case whether a particular item can be provided.

RESPONSIBILITY OF BORROWING LIBRARIES:

Each library should provide the resources to meet the ordinary needs and interests of its clientele.

The staff of each library should be familiar with, and assist the patron in the use of, relevant interlibrary loan documents, the OPAC and the patron account.

The safety of borrowed materials is the responsibility of the borrowing library from the time the materials leave the lending library until the materials are received back by the lending library.

The borrowing library and its users must comply with the conditions of the loan established by the borrowing library.

Borrowing Privileges

A patron must present a library card and/or identification each time they wish to borrow materials and their account must be in good standing with their local library to borrow materials.

Fines/Fees

The policies of the borrowing library will govern the amount and timing of any fines or fees associated with the transaction.

Payment for lost and damaged materials will be handled between the lending and borrowing libraries. It is the responsibility of the borrowing library to collect fines or fees from their patron.

Material Loan Period

The loan period of the borrowing library shall govern how long a patron may retain a loaned item. Member libraries shall be responsible for the prompt return of loaned materials. The responsibility for prompt return and lost materials rests with the borrowing library.

Lost Items

The price of the lost item and any outstanding fines and fees, plus a processing fee per item if applicable, will be assessed to the borrowing library. A patron is encouraged to notify the library that an item is "LOST" to stop the accruing of additional overdue fines.

Some Missouri Evergreen Libraries have contracted with third party vendors for collection services. If third party collection services are used, a fee for collection services may be added to the amount due.

Recovering Lost Items and Refunding Payment

The rules of the borrowing library will govern the procedures for recovery of lost items and refunding of payments. Third party collection fees will not be refunded.

Renewals

The rules of the Borrowing Library will govern any renewal request.

Certain categories of materials are not eligible for renewal. If a "HOLD" has been placed on an item, it may not be renewed.

Holds and Intra-Missouri Evergreen Lending

The availability of items for loan is dictated by the policies of the lending library. Some Missouri Evergreen libraries may impose a fee for failure to pick up a hold.

Patrons will only be allowed to borrow materials through established procedures; no in person borrowing at member libraries is implied.

RESPONSIBILITY OF LENDING LIBRARIES:

The decision to lend materials is at the discretion of the lending library. Each library is encouraged to generously interpret its own lending policy.

The lending library should process requests promptly. Conditions of the loan should be clearly stated. Materials should be packaged carefully and contain the Missouri Evergreen transit slip.

Missouri Evergreen agrees with the American Library Association's guidelines that stress the importance of patron privacy and confidentiality. Missouri Evergreen asks that no library include patron information on materials that are easily accessible to non-consortium staff. (For example, do not include patron name, address, phone number, email address, or library card number on a transit slip.)

Requested materials should be forwarded and returned between libraries using the Statewide Courier System.