

Missouri Evergreen Circulation Policy

Definitions

Owning library: Library that owns the item.

Borrowing library: Library from which an item is checked out.

Home library: Library associated with a patron's account.

In good standing: Fines, fees and overdues are not above the borrowing library's limits.

Introduction

Member libraries retain the right to set local circulation policies. It is, however, a condition of membership in the Missouri Evergreen Library Consortium that member libraries abide by the Missouri Evergreen Circulation Policy.

The Missouri Evergreen Circulation Policy represents the decisions of the membership.

SCOPE

The fundamental cornerstone of the Missouri Evergreen Library Consortium is reciprocity. Therefore, it is an expectation of membership that all items that circulate at the owning library will also be shared with patrons of Missouri Evergreen member libraries. Only designated special use items, such as telescopes, equipment, and items marked for in-library use only, are exempt. Member libraries agree that Missouri Evergreen membership does not relieve libraries of the responsibility for purchasing the materials needed to meet the demands of local patrons.

RESPONSIBILITY OF BORROWING LIBRARIES

The borrowing library is responsible for the safety of borrowed materials from the time the materials leave the owning library until their safe return to the owning library. The borrowing library is responsible for the prompt return of borrowed materials.

Patrons not in good standing with the borrowing library may not check out items owned by other libraries.

The policies of the borrowing library govern loan periods and renewal requests. If an item is needed to fulfill a hold, it should not be renewed.

Overdue fines are charged according to the policies of the borrowing library.

Lost and Damaged Items

Lost and damaged items are billed in accordance with the policies of the owning library. Payment for lost and damaged items is handled between the owning and borrowing libraries.

The owning library is responsible for billing the borrowing library. The borrowing library is responsible for collecting lost and damaged fees from their patrons.

Recovering Lost Items and Refunding Payment

The rules of the borrowing library govern the procedures for recovery of lost items and refunding of payments to patrons. Payments between member libraries are not refundable.

Intra-Missouri Evergreen Borrowing

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

RESPONSIBILITY OF OWNING LIBRARIES

The owning library should honor the local policies of the borrowing library and not restrict lending based on other criteria.

The owning library should process requests daily. Materials should be packaged in accordance with the Missouri Evergreen Materials Handling Best Practices document.

Requested materials should be delivered between libraries using the courier service supported by the Missouri State Library and subscribed to by the Missouri Evergreen Library Consortium.