

Missouri Evergreen Reciprocal Borrowing Agreement

Members of the Program

Libraries who are members of the Missouri Evergreen Consortium's reciprocal borrowing agreement have agreed to allow walk-in patrons from any Missouri Evergreen library to check out materials free of charge. Patrons may use their home library card to check out materials.

Borrowing Programs are subject to the following limits:

- i. Reciprocal borrowers must have their home library card with them to check out materials.
- ii. Reciprocal borrowers may not request materials through interlibrary loan.
- iii. Reciprocal borrowers may not check out downloadable materials, eReaders, tablets, or other equipment as restricted by the lending library.
- iv. Reciprocal borrowers cannot remotely access the reciprocal library's online databases.
- v. Reciprocal borrower privileges are valid while the borrower's home library account is active and in good standing.

Overdue fines may be collected at the library where materials are returned. All fines are kept by the library collecting them.

Fees for lost and damaged materials will be collected by the patron's home library. It is the responsibility of the owning library to send an invoice to the patron's home library to collect payment for lost and damaged materials. The home library will call the owning library when materials are damaged to discuss what to do with the items and how much to charge the patron

Individual libraries are responsible for ensuring that their staff are aware of, and adhere to, statutory requirements concerning confidentiality of public library users' registration and circulation records as required by Missouri Statute.

Lending Library Responsibilities

1. Identify the patron's home library as a Missouri Evergreen library.
2. Honor cards from Missouri Evergreen libraries.
3. Inform borrowers about local rules of service.
4. Verify the current address of the card holder
5. Publicize and promote program at local level.
6. Participating libraries will adopt policies and procedures that ensure confidentiality and privacy of patrons are maintained.

June 1, 2017

Borrower Responsibilities

1. Present home library card to borrow materials from a participating library.
2. Be in good standing at home library.
3. Be informed and abide by the rules and policies of the lending library.
4. Assume responsibility for all materials borrowed including payment for lost/damaged materials, overdue fines or other fees.
5. Return materials to any Missouri Evergreen library in a timely manner according to the rules of the lending library.

Changes approved by the membership on June 1, 2017

Edited by Diane Disbro, Scenic Regional Library