

# 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.

## I. 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 and the Materials Handling Best Practices document. These documents represent the decisions of the membership.

## II. 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.

## III. Circulation Committee

The Circulation Committee will be composed of staff who are actively involved with circulation related duties on a regular basis from different libraries recruited by the Executive Board or the Circulation Committee chairperson. Consideration will be taken to appoint committee members from libraries with varying budgets, number of materials, and size of service area. The Circulation Committee chairperson will be appointed by the Executive Board.

The Circulation Committee will meet a minimum of ten times a year. The meetings will be led by the Committee and all Missouri Evergreen libraries are encouraged to participate. Regular participation strengthens interlibrary cooperation, allows for open communication, and ensures understanding of circulation policies. Each member library is required to be represented at a minimum of four meetings each year.

## **IV. Responsibility of Borrowing Libraries**

### **a. General**

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.

Patrons will contact their home library if they have questions. They should not contact the lending library.

### **b. Lost and Damaged Items**

Lost and damaged items are billed in accordance with the policies of the owning library **and the Missouri Evergreen damaged items best practices guidelines**. 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. The borrowing library is responsible for paying bills for lost and damaged items in a timely fashion whether or not the patron pays the fine.

### **c. 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.

### **d. Intra-Missouri Evergreen Borrowing**

Patrons are only allowed to borrow materials through established procedures (at their home library or through reciprocal borrowing agreements). No in person borrowing at member libraries is implied.

## **V. RESPONSIBILITY OF OWNING LIBRARIES**

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

The owning library should process requests every day that it is open. 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.

## **VI. Corrective action**

Resource sharing practices that provide materials to patrons quickly and efficiently are the cornerstone of Missouri Evergreen. The Circulation Committee will be diligent in monitoring compliance with the Circulation Policy and Materials Handling Best Practices document to ensure that holds are filled efficiently and that the location of materials is accurate. If a library is consistently lax in its attention to providing materials quickly and efficiently, the library director will be notified by the Circulation Committee and additional training will be offered. If the problem persists, it will be referred to the Missouri Evergreen Executive Board who will follow the corrective action outlined in the Missouri Evergreen MOU which action may result in the offending library being removed from the consortium.

