



The State University System of Florida
and
The Community College System of Florida
Library Borrowing Privileges Agreement



Whereas the libraries in Florida's public postsecondary educational institutions wish to extend access and borrowing privileges to their resources among currently enrolled students, faculty and staff of public higher education institutions in Florida; and

Whereas the individual participating libraries will provide reasonable access to resources while retaining the right to limit access to parts of their collections; and

Whereas all participants agree to respect the local policies and procedures of individual libraries; and

Whereas provisions are made for evaluation of this program and each institution agrees to provide statistical and other information to assist in documenting the effectiveness of the reciprocal borrowing program; and

Whereas borrowing privileges are extended to students with valid student identification and proof of current enrollment; and

Whereas the home libraries agree to honor the request of host libraries to restrict privileges of delinquent borrowers and provide confirmation of student's standing to the host library; and

Whereas borrower delinquencies at host libraries will be borne by the home library if the borrower does not voluntarily rectify his or her delinquencies; and

Whereas detailed procedures for the implementation of this reciprocal borrowing agreement are developed and maintained jointly by the libraries involved and by the Florida Center for Library Automation and the College Center for Library Automation, the statewide organizations responsible for the operation of Florida's public postsecondary online library networks; and

Whereas participating institutions recognize the Southern Association of Schools and Colleges (SACS) criterion for accreditation that states "[cooperative] agreements [among libraries] must not be used by institutions to avoid responsibility for providing adequate and readily accessible library resources and services;" and

Whereas participation by the undersigned institution is voluntary and may be withdrawn upon thirty days notice, and this agreement shall be automatically renewed annually on July 1, unless an institution notifies the other institutions in writing of its desire not to participate on or before June 30.

Now, therefore be it agreed, that the undersigned institution will participate in this cooperative library borrowing privileges agreement.

President's signature

Institution Name

Date

RECIPROCAL BORROWING

GENERAL:

HCC participates in a Reciprocal Borrowing Agreement as part of the Florida Distance Learning Library Initiative (DLLI). Students, faculty, adjunct faculty and full and part-time staff who are registered for library service and in good standing at any of Florida's 28 community colleges or 10 state universities are eligible for service. See attachment A for participating institutions.

The library providing services to students enrolled elsewhere shall be called the "host library," and the library at the institution where the student is enrolled shall be called the "home library."

Borrower Records

1. Host library will create local borrower record and set own expiration date:
 - a. HCC, as a host library, will use the end-of-term date that is established during the patron load for all categories of hosted borrowers.

Checking out Materials

1. Reciprocal borrowers using an HCC library may have up to five books checked out at any given time.
2. Audiovisual materials, periodicals, newspapers, reference books and electronic media are not available for loan.

Renewals

1. Borrowers must contact the host library for renewals.
2. HCC, as a host library, will allow one renewal if no requests are pending.

Return of materials

1. Materials returned to non-owning library should be returned by DLLI delivery if possible. A slip indicating the date the item was returned or found on shelf should be included. See attachment B.

Overdue Notices/Fines

1. Notices will be sent by host library to the borrower according to host library policy.
 - a. HCC, as a host library, will send an overdue notice 7 days after an item is overdue.
2. If host library charges fines and desires to recover them, host library procedures will be used. If host library procedures are not effective, host library may notify home library for assistance.
 - a. HCC, as a home library, will curtail borrowing privileges and place a hold on the student's record until host library is satisfied. Host library will supply supporting documentation. The HCC circulation contact may be asked to facilitate.

Billing for Lost or Damaged Items

1. In requesting restitution, host library procedures will be used.
 - a. HCC, as a host library, will send a bill for a lost book 21 days after the item was due.
 1. If the item is not returned nor the bill paid by the time the delinquent borrower list is processed, campus staff notifies the HCC Circulation Contact who will request assistance from the home library.
 - b. If a host library contacts HCC for assistance in recovering materials or payment for lost items, HCC as a home library will curtail borrowing privileges and place a hold on the student's record until host library is satisfied.
 1. If home library assistance is unproductive, the host library may seek reimbursement from HCC. The HCC Circulation Contact will facilitate.

2. If lost item is returned after billing, item is returned to the host library, which will follow local policies and procedures for crediting.

REGISTERING LINCC RECIPROCAL BORROWERS

Procedure:

1. When a borrower requests privileges, ask to see a photo identification and the library card or institution issued identification used to borrow materials from the home institution. Proceed only after seeing the proper identification.
2. Search the HCC patron database. If record is found, proceed to charge as usual.
3. If no HCC record is found:
 - a. Access the database of the patron's home library. This must be done in a personal account since the generic accounts do not have this privilege.
 1. At the prompt on the Borrower Services screen type SY followed by the two-digit code of the institution being accessed. See Registration Qualifiers (Attachment C). For example, to access Manatee Community College type:

SY15 and press return

The two-digit code for Manatee will appear in the upper right portion of the screen.

- b. Once in the patron's home library database, do a search for the patron record.
 1. If record is found, check field 21 to make certain the borrower is currently enrolled or working at the institution.

2. If the borrower is currently enrolled or working and does not have a "Delinquent" status, type CP and press return to copy the record. A message will display stating the record has been copied.
3. Return to the HCC database by typing SY11 and press return. The two-digit codes for HCC will appear in the upper right portion of the screen.
4. At the newly copied patron's record (half screen) in the HCC database, type CH at the >> prompt and press return. Edit the following fields as necessary:

#1 Borrower ID:

This field should contain the home library's borrower ID that will be used to charge out HCC items. However, if no borrower ID field is copied, use the new card function to add their borrower ID.

#2 Student ID#:

Enter borrower's Social Security Number, if field is empty.

#9 SSAN:

Enter borrower's Social Security Number, if field is empty.

#18 Registration Qualifier:

Enter the registration qualifier for the home institution (Fields #10 and #18 must match). (Attachment C).

19# Registration Class:

The default is CS. If faculty or staff, edit accordingly: F for faculty, AF for adjunct faculty, SA for full-time staff or PS for part-time staff.

#21 Expiration Date:

Enter the expiration date for HCC that was entered during the patron load.

#24 Notes:

Enter a note that says, "Reciprocal borrower." Other information may be noted, for example, "SPJC Faculty."

Other fields such as address and telephone number may be edited if necessary. For example, faculty and staff from other institutions will need their home address entered in the address field. This information should be obtained from their Driver's License or other identification.

4. Explain HCC's borrowing privileges and responsibilities to the patron and make certain the patron understands and is willing to comply.
5. Charge out item(s) to the reciprocal borrower using his home library card.
6. Inform the patron of the due date and renewal policy. Inform him/her that the borrowed item(s) may be returned to the home library.

REGISTERING SUS RECIPROCAL BORROWERS

Procedure:

1. When a borrower requests privileges, ask to see the library card from the patron's home institution.
2. Search the HCC patron database. If record is found, proceed to charge as usual.
3. If no HCC record is found:
 - a. From the Miscellaneous Menu in Circle, select "SUS Borrower Validation" and press return.
 - b. Select #1 "Verify patron's barcode" and press return.
 - c. At the "Enter Library Card Number to Verify" prompt, scan the State University System borrower's 14-digit ID number and press return.

- d. Borrower information appears with validation in the lower left of screen.
 - e. If borrower is valid, press F2 to print screen. If borrower's record is invalid or delinquent, the borrower must return to the home institution to validate the record.
 - f. Exit LUIS system and return to LINCC:
 1. Press left arrow to clear borrower ID field.
 2. Press "return" on empty borrower ID field.
 3. Select #2, "Exit LUIS and sign off" and press return.
4. Use the printed borrower information to register the borrower in LINCC just as any new borrower not in the HCC database.
- a. #1 Borrower ID:
Enter the 14-digit library ID number used at the university.
 - b. #18 Registration Qualifier:
Enter the 2-digit registration qualifier of the home institution. For example, 48 would be the registration qualifier for a USF borrower. (Attachment C).
 - c. #19 Registration Class:
The default is CS. For university borrowers, edit as follows:

University student	US
Graduate student	GS
Faculty	F
Adjunct faculty	AF
Staff	SA
Part-time staff	PS
 - d. #21 Expiration Date:
Enter the expiration date for HCC that was entered during the patron load.
 - e. #24 Notes:
Enter a note that says, "Reciprocal Borrower."
5. Explain HCC's borrowing privileges and responsibilities to the patron and make certain the patron understands and is willing to comply.

6. Charge out item(s) to the reciprocal borrower by using his/her university library card.
7. Inform the patron of the due date and renewal policy. Inform him/her that the borrowed item(s) may be returned to the home library.

ATTACHMENT A

LIBRARIES IN THE RECIPROCAL BORROWING AGREEMENT:

Community College Libraries:

Brevard Community College
Broward Community College
Central Florida Community College
Chipola Junior College
Daytona Beach Community College
Edison Community College
Florida Community College
at Jacksonville
Florida Keys Community College
Gulf Coast Community College
Hillsborough Community College
Indian River Community College
Lake City Community College
Lake Sumter Community College
Manatee Community College
Miami-Dade Community College
North Florida Community College
Okaloosa-Walton Community College
Palm Beach Community College
Pasco-Hernando Community College
Pensacola Junior College
Polk Community College
St. Johns River Community College
St. Petersburg Junior College
Santa Fe Community College
Seminole Community College
South Florida Community College
Tallahassee Community College
Valencia Community College

University Libraries:

Florida A & M University
Florida Atlantic University
Florida Gulf Coast University
Florida International University
Florida State University
University of Central Florida
University of Florida
University of North Florida
University of South Florida
University of West Florida