

# ALASKA LIBRARIES RECIPROCAL BORROWING PROGRAM

(2/24/00)

The purpose of the program is to establish reciprocal borrowing privileges among Alaska libraries. The program allows library patrons with valid library cards from participating libraries to receive borrowing privileges from other libraries participating in the program. The program is voluntary.

## Selling Points of the Alaska Libraries Reciprocal Borrowing Program

- Opens Alaska library doors to Alaska residents
- Stretches tax dollars
- Supports literacy and reading
- Encourages every Alaska library to participate (including public, academic, school, and special libraries)
- Increases public awareness of libraries
- Costs less than interlibrary loan
- Eases the strain on book budgets
- Maintains lending library control

## ALASKA LIBRARIES RECIPROCAL BORROWING PROGRAM

The Alaska Libraries Reciprocal Borrowing Program allows walk-in patrons with a valid library card from a participating library to check out materials from any other participating library in the state. This program is available for Alaska residents only.

## WEB PAGE



<http://www.eed.state.ak.us/lam/alrbp/>

## **GENERAL GUIDELINES**

1. Participation by libraries in the program is voluntary.
2. This is a multi-type library program. A public, special, academic, or school library card from any participating library will be honored at any other participating library.
3. Libraries may place restrictions on the number and/or type of materials loaned to borrowers. Participation with this kind of restriction is preferable to non-participation.
4. Home libraries are expected to actively assist lending libraries in the retrieval of any overdue materials and in the collection of fines/fees. Home libraries are expected to share current patron address and phone number when asked by lending libraries. Home libraries are expected to contact their patrons who fail to return materials to the lending libraries. Home libraries may suspend borrowing privileges due to non-return of items or non-payment of fines at a lending library.
5. Borrowers may be asked to sign a waiver allowing borrower information to be shared with other participating libraries. Borrowers will be subject to the rules of the lending library. (Note: academic library rules are often more stringent.)
6. In a timely manner, lending libraries are expected to notify the home library of delinquent borrower accounts and any resolution of such accounts.
7. Libraries will not be reimbursed for costs accrued as a result of participation in the reciprocal borrowing program.

## **STATE LIBRARY RESPONSIBILITIES**

1. Promote the program on a statewide basis.
2. Solicit and consider suggestions for improvement of the program. Review policy annually to maintain the best possible service.
3. Maintain an active file of resolutions of intent to participate in the program and print a directory of participating libraries annually.
4. Appoint an ongoing advisory committee for the program.

## **PARTICIPATING LIBRARIES' RESPONSIBILITIES**

1. Publicize and promote the program at the local level.
2. Stamp all books with property markings.
3. File a Participation Form with the State Library.

## **HOME LIBRARY RESPONSIBILITIES**

1. Home libraries are expected to actively assist lending libraries in the retrieval of any overdue materials and in the collection of fines/fees. Home libraries are expected to share current patron address and phone number when asked by lending libraries. Home libraries are expected to contact their patrons who fail to return materials to the lending libraries. Home libraries may suspend borrowing privileges due to non-return of items or non-payment of fines at a lending library.
2. At its discretion, suspend borrowing privileges due to non-return of items or non-payment of fines or fees at the lending library.
3. Issue library cards that reciprocal borrowers can present at the lending library.

## **LENDING LIBRARY RESPONSIBILITIES**

1. Honor library cards from participating libraries and inform borrowers about local rules of service.
2. Keep and provide statistics about reciprocal borrower registration and use.
3. Record the current address of reciprocal borrowers.
4. In a timely manner notify the home library of delinquent borrower accounts and any resolution of such accounts.

## **BORROWERS' RESPONSIBILITIES**

1. Register and be in good standing at home library.
2. Be informed about and abide by the rules and policies of the libraries they use. Borrowers will be subject to the rules of the lending library. (Note: academic library rules may be more stringent.)
3. Assume responsibility for all materials borrowed, including payment for lost/damaged materials, overdue fines, and/or other fees.
4. Return materials in a timely fashion according to the rules of the lending library. Borrowers are encouraged to return lending library materials to their home library.
5. If required by the lending library, sign a waiver to allow borrower information to be shared with other participating libraries.