

## **Reciprocal Borrowing Policy and Agreement**

### **General Guidelines**

1. This reciprocal borrowing agreement is automatically renewed at each annual meeting in April, unless a participating library notifies the other participants by March 1.
2. Materials available for reciprocal borrowing will be at the discretion of the individual lending library. It is hoped that most circulating items will be included.
3. Borrowers will be subject to the rules of the lending library.
4. Registered borrowers from any participating library are registered borrowers of all Northern New Hampshire Library Cooperative libraries.
5. Fees for lost and damaged materials will be collected and kept by the owning library. Damaged material will be returned to the owning library, which will assess any fines or fees.
6. Individual libraries are responsible for insuring that their staff and volunteers are aware of, and adhere to, statutory requirements concerning confidentiality of public library users' registration and circulation records as required by NH RSA 201-D:11.

### **NNHLC Responsibilities**

1. Review policies and procedures on at least an annual basis to maintain the best possible service.
2. Provide encouragement, support and training to libraries new to reciprocal borrowing.

### **Member Library Responsibilities**

1. Identify the library as a participant in the program.
2. Honor cards from participating libraries.
3. Inform borrowers about local rules of service.
4. Keep statistics on reciprocal borrowing and provide in a report for NNHLC Annual Meeting.
5. Verify the current address of the card holder.
6. Return materials to owning library. Attach routing slip, noting date & location returned and whether a fine was paid.
7. Publicize and promote program at local level.
8. Adopt policies and procedures that insure confidentiality and privacy of patrons are maintained.

### **Borrower Responsibilities**

1. Present your library card at a reciprocal borrowing library when borrowing from that library.
2. Provide updated contact information and mailing address when changes occur.
3. Be in good standing at your home library.
4. Be informed and abide by the rules and policies of the participating libraries you use.
5. Assume responsibility for all materials borrowed on your card, including payment for lost/damaged materials, or other fees.

6. Return materials to any participating library in a timely manner according to the rules of the lending library.

Adopted April 7, 2014