



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Whereas participation by the undersigned institution is voluntary and may be withdrawn upon thirty days notice, and this agreement shall be automatically renewed annually on July 1, unless an institution notifies the other institutions in writing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: Salvat D'Almeida

Institution Name: Florida State University

Date: 12/15/98

, 1998

CHANCELLOR'S MEMORANDUM: CM -C-

TO: Members, Council of Presidents

FROM: Adam W. Herbert

SUBJECT: Reciprocal Borrowing Agreement Between State University System and Community College Libraries

AUTHORITY: Section 240.209 (1) and (5)(c), F.S.

POLICY/PURPOSE: To provide guidelines and procedures for implementation of the reciprocal borrowing privileges agreement between state university libraries and community college libraries

Applicability and Implementation of Agreement: The Library Reciprocal Borrowing Privileges Agreement has been established by the institutions comprising the State University System and the State Community College System and is applicable to any student, faculty or staff member enrolled at or employed by any of the participating institutions. The agreement will not become operational until the following prerequisites have been met:

- A. Each participating library shall sign a written agreement stating its willingness to comply with Guidelines 1-4, as stated below.
- B. The Florida Center for Library Automation (FCLA) and the College Center for Library Automation (CCLA) will establish and maintain a database that enables participating libraries to easily determine: (1) if students, faculty or staff presenting themselves for borrowing privileges are currently enrolled at or employed by an institution that has signed the written agreement provided for in A., above; and (2) the borrowing status of the student, faculty or staff member.
- C. The Florida Center for Library Automation (FCLA) and the College Center for Library Automation (CCLA) have established a procedure to collect data and provide quarterly reports on borrowing activities by students, faculty and staff enrolled at or employed by other participating institutions to document the effectiveness of the reciprocal borrowing privileges agreement.

Definitions: For the purposes of the reciprocal borrowing privileges agreement between the State University System libraries and the State Community College System libraries, the term "home library" refers to the library of the institution at which the student, faculty or staff member is enrolled or employed and the term "host library" refers to the library providing services to a student, faculty or staff member enrolled at or employed by another institution that is party to this agreement.

Guidelines: Participating institution libraries agree to comply with the following guidelines:

1. Participating libraries will provide reasonable access to their resources, while retaining the authority to assign the level of borrowing privileges and to limit access to parts of their collections for students, faculty or staff enrolled at or employed by other participating institutions.
2. Participating libraries agree to respect the policies and procedures of all other libraries that are party to this agreement.
3. In order to borrow from host libraries, students, faculty and staff must provide valid picture identification and be listed in the CCLA/FCLA database containing all currently enrolled and employed students, faculty and staff and their current library status. The host library will verify that the student, faculty or staff member is in good standing with the home library.
4. Home libraries, upon the request of host libraries, will restrict the home library privileges of delinquent host library borrowers and will provide confirmation of this action to the host library. In the event that restitution is not made by the delinquent borrower within a reasonable time, the home library will reimburse the host library for the cost of missing or damaged materials.