



# Reciprocal Borrowing Program

## What is it?

The ACL Reciprocal Borrowing Program provides in-person borrowing privileges to users from other participating Christian libraries.

## How to Borrow

Borrower obtains a signed Authorization Form from the home library to receive borrowing privileges from a participating library. Currently employed faculty and staff and currently enrolled students in good standing are eligible. The home library has the authority to issue or deny this privilege.

Borrower takes the signed Authorization Form along with a photo ID to a participating library. Privileges and loan periods are determined by the lending library and may vary from those of the borrower's home institution.

Borrower returns materials to the lending library by the requested due date and pays any applicable fines and fees for late, lost, or damaged materials as determined by the lending library.

## Lending Procedures

Lending library collects Authorization Form and any additional contact information needed from the borrowing patron in order to create a library record for the patron.

Lending library provides the patron with a due date and the applicable circulation/fines policies.

Lending library communicates directly with patron regarding overdue/replacement fees.

## Authorization Form

Borrower's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home Institution: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Request Authorized By:

Librarian's Name: \_\_\_\_\_

Librarian's Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ (no longer than 1 year from date)

## Find a Library to Borrow From

Visit [www.acl.org/RBP](http://www.acl.org/RBP) to find a current list of participating libraries near you!

More information available at:  
[www.acl.org/RBP](http://www.acl.org/RBP)