

## **ACL Reciprocal Borrowing Program Proposal**

### **What is it?**

Reciprocal borrowing is a voluntary program whereby ACL institutions choosing to participate would extend borrowing privileges to patrons from other ACL institutions. Patrons, including faculty, students, and staff, have reciprocal access to the physical collections of participating faith-based institutions. This access is especially valuable for those who may not live near their home institution.

### **General Policies**

- Reciprocal borrowing is a voluntary program. It is not a requirement for CLC or ACL institutions.
- Participation is open to any institution with at least one full ACL member.
- Participating libraries are encouraged to be generous in their treatment of patrons from participating libraries and to provide checkout privileges comparable to those of their own patrons

### **Circulation Policies**

- Lending library sets the circulation policies, fines and fees, and is responsible for providing this information to the patron
- Checkout of certain materials may be restricted at the discretion of the lending library (i.e. reserve, reference, special collections)
- Borrower is ultimately responsible for paying any fines or fees for lost materials as determined by the lending library. However, staff at the lending library and home library are encouraged to work together to facilitate retrieval of overdue items or collection of fines/fees.

### **Responsibilities of Borrower**

- To be in good standing at home library
- To provide upon request proof of enrollment/employment from home institution – sample document to be included
- To return materials to the owner library by the requested due date
- To pay any applicable fines and fees for late, lost, or damaged materials as determined by the lending library

### **Responsibilities of Lending Library**

- Adopt a lending policy stating borrowing privileges available for borrowers from other libraries – sample policy to be included
- Inform staff of policies and procedures for borrowers from participating institutions
- Verify that patron is currently enrolled or employed at a participating institution (if desired)
- Provide the patron with the applicable circulation and fines/replacement policies
- Collect contact information from patron for the purpose of communication regarding return of overdue materials or collection of fines/fees

### **Responsibilities of ACL/CLC**

- Maintain current list of participants on the ACL website
- Contact participating institutions annually to verify continued participation
- Create and maintain a Google group for purposes of communicating changes in participating institutions and gathering feedback
- Marketing program to CLC/ACL membership

### **How to Participate**

- Complete *Participant Agreement Form* and send to [info@acl.org](mailto:info@acl.org)

**ACL Reciprocal Borrowing Program  
Participant Agreement Form**

**Contact Information for Designated Library Representative**

---

Name and Title

---

Library and/or Institution Name

---

Address

---

Address

---

Email

---

Phone

**To be filled out by Library Director:**

---

Institution and/or Library Name

---

Signature

---

Date

---

Printed Name

---

Title

By submitting this Participant Agreement Form, the Director agrees that the library will abide by the guidelines established for the ACL Reciprocal Borrowing Program.

**Please return this form to [info@acl.org](mailto:info@acl.org)**