ACL Reciprocal Borrowing Program Policies and Procedures

What is it?

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

How to Participate

Read and agree to the **ACL Reciprocal Borrowing Program Policies and Procedures** (below) then complete the **Library Participation Agreement Form** and send to info@acl.org.

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.
- As the term reciprocal indicates, participating libraries agree to both lend and borrow. The purpose of the group is to expand the resources available to patrons not to replace the institutional responsibility to provide a library for their students.
- Participating libraries must have a physical library collection which authorized patrons in the reciprocal borrowing program may access
- Participating libraries are responsible for promoting the service to their own patrons, linking to the list of participating libraries on the ACL website, printing and/or providing electronic access to Authorization Form, and signing Authorization Forms in-person or virtually.
- Lending libraries determine their own lending policies (such as loan periods, fines/fees, material types loaned, etc.) and are responsible for providing this information to patrons.

- 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.
- The email of the designated library representative will be added to a Reciprocal Borrowing Program discussion list to receive program updates.

Borrowing Procedures:

- The borrower obtains a signed **Authorization Form** from the home library to receive borrowing privileges from a participating library. The Authorization Form can be downloaded and signed digitally.
- 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.
- The home library determines the length of valid authorization. The authorization period may vary depending on the status of the borrower, but should be no longer than a year. When authorization period expires, borrower may request another signed authorization form from the home library.
- 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, however, may contact the home library for assistance if needed.

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
- Evaluate the program and implement any needed changes