



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**.

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.
- Libraries choose to join or continue participation in the program under one of the following membership categories:
 - **Standard Member Library** – for institutions with a physical library collection that agree to reciprocal borrowing with other standard membership libraries or with expanded services lenders.
 - **Borrower-Only Library** – for institutions that wish to participate in the program that meet eligibility requirements but are unable to extend lending privileges (because they do not own a physical collection to share).
 - **Expanded Lender Library** – for institutions that agree to provide borrowing privileges to authorized patrons at both standard member and borrower-only libraries.
- 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 the Authorization Form, and signing the 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 responsible for paying any fines or fees for lost materials as determined by the lending library. If the borrower does not return materials in good order, the borrower's home library/institution should be prepared to assist the lending library in resolving the situation with the borrower. Such assistance may include communication with the patron, suspension of library privileges at the patron's home library, placing a registration hold, or other reasonable efforts to motivate the patron to resolve the matter. The lending library also has the right to bill the patron's home library/institution for lost or damaged materials, and the lending library may exercise this right at its discretion.

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 the authorization period expires, the 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.
- The lending library communicates directly with the patron regarding overdue/replacement fees. As needed, they may request assistance from the

borrower's home library in resolving the matter, as outlined in the General Policies.