**Reciprocal Borrowing and Use Policy**

**for the**

**Federation of Kentucky Academic Libraries**

*Definitions:*

*Affiliates: current students, faculty, or staff of the FoKAL institutions.*

*Home Library: The library from the institution where the affiliate attends or is employed.*

*Host Library: A FoKAL library where an affiliate visits for use of resources and/or borrowing materials not held in the home library.*

**Introduction**

The FoKAL Reciprocal Borrowing and Use Policy is created to permit patrons affiliated with FoKAL libraries (hereafter called “affiliates”) to go in person to one or more FoKAL libraries to use resources and/or borrow materials.

The FoKAL Reciprocal Borrowing and Use Policy recognizes that it is the responsibility of each FoKAL library to provide its faculty, students, and staff with materials and resources that support the mission and programs of their institution. This policy is intended to offer member institutions guidelines for reciprocal practices to address the occasions when a FoKAL library’s affiliate has the need for the use of another FoKAL library’s public resources. It is understood that FoKAL libraries will, in good faith, provide courteous and professional library services to visiting FoKAL affiliates.

**The Policy**

In order to have borrowing and use privileges at a FoKAL library, affiliates must first register with the host library. In order to register, the affiliate must show a current and valid ID from their home institution. If the affiliate’s institutional ID does not include a personal photo, the affiliate may be required to show an additional photo ID for identity verification purposes. The FoKAL affiliate’s home institution’s ID may be used or the host library might issue a special card to designate borrowing privileges. Borrowing privileges should be valid until the end of the current semester of the host library’s institution.

It is the responsibility of the affiliate to follow the circulation policies of the host library to include loan periods, number of books that can be borrowed, and all fines and fees that might be incurred.

Reciprocal institutions have the right to limit access to some resources/services such as special collections, audio-visuals, and electronic databases requiring institutional passwords.

Unpaid fines and fees will be reported to the home library in a timely manner. The home library will be expected to make every effort to retrieve materials, fines and fees, and/or replacement costs. However, the home institution will assume no financial responsibility for fines and fees or replacement costs its affiliates owe the host library.

Host libraries have the right to withhold a reissue of reciprocal borrowing and use privileges to those affiliates who have abused borrowing privileges. Instances of borrowing privilege abuse and/or code of conduct violations by the affiliate will be reported by the host library to the home library.

Significant violations of borrowing privileges and/or codes of conduct violations by a FoKAL affiliate may result in the suspension of further borrowing privileges at the host library.

***FoKAL Ad Hoc Committee on Interlibrary Loan and Reciprocal Borrowing***

***April 29, 2009***

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