

Atla Reciprocal Borrowing Participation Guidelines October 2022

Participation in the Atla Reciprocal Borrowing Program is open to any Atla Institutional or Affiliate Candidate Member in good standing. In an effort to extend participation, this program offers multiple tiers from which members can choose. They are as follows:

- **Participant Library:** Libraries in this tier restrict borrowing and lending to Participant and Participant Plus libraries and their patrons.
- **Participant Plus Library:** Libraries in this tier also extend lending privileges to patrons from Borrower Only Libraries and Global Collaborators.
- **Borrower Only Library:** Libraries in this tier wish to collaborate but are unable to extend lending privileges (e.g., online schools with no physical collections, libraries whose materials do not circulate). Borrower Only Libraries may only send their patrons to Participant Plus Libraries.
- **Global Collaborators:** Libraries in this tier are member institutions outside North America that wish to participate in the program. Global Collaborators may only send their patrons to Participant Plus Libraries and other Global Collaborators; they must also extend lending to patrons from these members.

PROCEDURES

- A patron from a participating library may walk in and request borrowing privileges from another participating library.
- Libraries refer to the official list of participants posted by Atla on the Atla Reciprocal Borrowing Program website to determine if the patron is eligible for service.
- Patrons will meet the lending requirements of the library they wish to use.
- Local lending practices will be followed for user privileges.
- Borrowers will be subject to the rules of the lending library.
- Lending libraries may contact the patron's home library to verify that the patron is in good standing there.

PARTICIPATING LIBRARIES' RESPONSIBILITIES

- Agree to the guidelines for the program and provide the name and contact information for an individual who receives official notifications about the program.
- Honor patrons from all participating libraries in accordance with the lending privileges associated with your tier. Adopt a lending policy that states the local library's borrowing privileges for borrowers from other libraries.
- Ensure that circulation staff are aware of the program and its rules and know the local procedures for checking out materials to borrowers.
- Inform borrowers about local rules of service.
- Publicize and promote the program at the local level, including placing information about the program on the library's website.
- Stamp all materials with a property stamp.
- Lending libraries may collect overdue fines for overdue materials that the library loaned through the program.

- Libraries will assist one another by sharing current patron address and phone number for the purpose of retrieving overdue materials or collecting fines/fees, or agree to contact the individual on behalf of the lending library. Home libraries may suspend borrowing privileges due to non-return of items or non-payment of fines at a lending library.

BORROWER'S RESPONSIBILITY

- Be a patron in good standing at a participating library.
- Be prepared to show proof of current enrollment at a participating library's institution.
- Be informed about and abide by the rules and policies of the libraries they use.
- Return materials in a timely fashion according to the rules of the lending library.
- Assume responsibility for all materials borrowed, including but not limited to payment for lost/damaged materials and overdue fines.

ATLA'S RESPONSIBILITY

- Maintain a website that includes information about the program.
- Publish and maintain a current list of participating libraries on the website, including removing any libraries that are no longer Institutional or Affiliate members of Atla. Include the Membership tier of each library to ensure all members are aware of library participation level.
- Maintain a list of current contacts for each participating library.
- Contact all participants on a yearly basis to verify continued participation in the program.
- Promote the program to current and new Institutional and Affiliate - Candidate Library Members.
- Maintain a centralized file of signed participation agreements.
- Provide a written yearly informational update to all participants about changes to the program, new members, and members who have left the program.
- Provide and maintain a community site online where participants may discuss the program.
- Periodically survey participants to determine program satisfaction and make ongoing improvements.
- Fund and administer a lost item insurance for program participants to offset the cost of any lost materials.