RECIPROCAL BORROWING AGREEMENT

Maryland Community College Library Consortium

**Purpose**: In order to better serve distance education students and to better maximize our library collections through resource sharing, the Maryland Community College Library Consortium allows reciprocal borrowing from all Maryland community colleges.

**Privileges and Requirements**: Students, faculty, and staff from any Maryland community colleges may check out books upon presentation of a valid, current ID from their college. If the college ID does not have a photo, a photo ID must also be presented.

* Each first-time borrower will be required to fill out and sign a MCCLC Reciprocal Borrowing registration form.
* The lending library may choose to issue its own card, use the barcode/card from the originating library, affix a barcode to the MCCLC borrower card, or use any other method that permits borrowing to the patron.

**Borrowing Periods**: Each library shall set its own borrowing periods and conditions.

* Materials are subject to recall from home institution borrowers.
* The lending library can set a maximum number of items borrowed, or place other conditions on the loan.
* The lending library may revoke borrowing privileges if borrowing policies are not followed.
* The lending library may send outstanding debts to a collection agency.

**Unreturned or late materials**:

* Each library shall charge its own overdue fines, processing fees, and surcharges, as deemed appropriate by the lending library.
* Each library will follow its normal notification and billing procedures, contacting users from other colleges directly.
* The borrower’s library and institution will assist in retrieving materials for the lending library, when requested to do so, using all procedures it normally uses to achieve the return of its own books.
* The borrower’s institution will not be responsible for reimbursing the lending library for fines or fees.

**Return of materials**:

* The borrower must return materials to the library from which the materials were borrowed.

# Participating Institutions

Allegany College of Maryland

Anne Arundel Community College

Baltimore City Community College

Carroll Community College

Cecil Community College

Charles County Community College

Chesapeake College

Community College of Baltimore County – Catonsville, Dundalk, and Essex

Frederick Community College

Garrett Community College

Hagerstown Junior College

Harford Community College

Howard Community College

Montgomery College-Germantown, Rockville, and Takoma Park

Prince George’s Community College

Wor-Wic Community College

Maryland Community College Library Consortium

Reciprocal Borrowing Registration Form

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State MD Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(work/alternate)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of “home” college\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of borrower:\_\_\_\_\_\_\_\_Student\_\_\_\_\_\_\_\_\_\_Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_Staff

PLEASE READ AND SIGN: As a condition for receiving borrowing privileges, I agree to obey all rules and regulations of the lending library. I will be responsible for all materials borrowed and for any charges made when materials I borrow are lost, damaged, or returned late. I understand that outstanding debts may be sent to a collection agency and/or that my student records at my home institution may be affected if I do not obey the regulations of the lending library.

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_