

**Utah Academic Library Consortium**  
**Resource Sharing Committee**  
**Reciprocal Circulation Agreement**

March 2014

**I. Purpose:**

The UALC Reciprocal Circulation Agreement supports the mission of the Utah Academic Library Consortium (UALC) to “cooperate in continually improving the availability and delivery of library and information services to the higher education community and to the State of Utah” ([UALC Constitution](#), V.1). It is intended to maximize library resources on behalf of the faculty, staff and students of the member academic libraries.

**II. History:**

This agreement updates and supersedes the previous “UALC Reciprocal Borrowing Agreement” dated March 2000.

**III. Summary of Agreement:**

Member UALC libraries (see <http://ualc.net/>:UALC Partners tab for a current list of participating libraries) agree to extend on-site circulation privileges to the current faculty, emeriti faculty, staff and students of fellow UALC member institutions as provided in this agreement.

Each participating library will determine specific circulation policies and procedures governing UALC Reciprocal Circulation patron privileges. Each participating library agrees to inform the UALC Reciprocal Circulation patron of local policies and procedures. Students, staff, emeriti, and faculty of participating UALC institutions who present legal photo identification and proof of current enrollment or employment are authorized to checkout library materials at another UALC member institution’s library. Each library agrees to return items borrowed by its patrons from other UALC member institutions via its home Interlibrary Loan office.

**IV. UALC Lending Library Responsibilities:**

The lending library agrees to:

- a. Inform the patron of local policies and procedures.
- b. Create and maintain a patron record.
- c. Checkout materials based on local circulation policies.
- d. Honor the date the patron returns materials at his or her home library for purposes of calculating overdue fees, etc.

- e. Bill patron for lost materials within 60 days of due date. The home institution will be billed for lost materials 90 days after the due date.

The lending library reserves the right to refuse service to UALC patrons who misrepresent their status with a UALC institution, who accrue fines or fees, or have unpaid bills for lost or not returned items at the lending library.

**V. UALC Home Library Responsibilities:**

The UALC Reciprocal Circulation patron's home library agrees to:

- a. Collect fines and fees from home patrons when the lending library is unable to collect.
- b. Provide prompt reimbursement to the owning library for replacement of lost or nonreturned items if home patron has not responded to the lending library's notices within 90 days of the due date.
- c. Provide received dates and absorb any shipping costs for items returned to the patron's home Interlibrary Loan Office.
- d. Accept responsibility for all users who register with another library using campus identification.
- e. Recommend potential reciprocal borrowers to call the circulation department of the UALC library that they plan to visit to determine the circulation requirements.

**VI. Eligible Borrower Responsibilities:**

Eligible UALC Reciprocal Circulation patrons agree to:

- a. Present a current, valid legal photo identification AND proof of current enrollment/employment.
  - i. Some libraries may also require other verification methods. It is recommended that the patron contact the potential lender directly before visiting the library to confirm what documents are required.
  - ii. Proof of current enrollment can be, but may not be limited to:
    - 1. A reciprocal borrower logs into their university's website and *voluntarily* shows current registration. Some libraries may allow users to merely show a printout of current courses for which they are registered.
  - iii. Proof of current employment can be, but may not be limited to:
- b. A reciprocal borrower logs into their university website and *voluntarily* shows proof of current employment. Comply with the lending library's circulation policies.
- c. Notify lending library of address changes.

- d. Pay any late fees and/or replacement costs and fees assessed by the lending library.
- e. Return items directly to the lending library when possible or return items to their home library's Interlibrary Loan Office.

**VII. UALC Resource Sharing Committee Responsibilities:**

The UALC Resource sharing committee agrees to:

- a. Maintain an updated list of member libraries.
- b. Link to UALC Reciprocal Circulation web site for accurate information regarding hours of service, and service desk telephone numbers at member libraries.
- c. The Committee will review and adjust this agreement as necessary.

I verify that I am a member of UALC and agree to abide by the obligations stipulated above.

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Name

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Position Title

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Signature

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Institution Name

## **Appendix A:**

Participating Reciprocal UALC Circulation Agreement Libraries.

Brigham Young University Lee Library, Provo, Utah

Brigham Young University, Howard W. Hunter Law Library, Provo, Utah

Dixie State University Library, Saint George Utah

Salt Lake Community College Libraries, Salt Lake City, Utah

Snow College Library, Ephraim Utah

Southern Utah University Library, Cedar City, Utah

University of Utah, Marriott Library, Salt Lake City, Utah

University of Utah, Health Sciences Library, Salt Lake City Utah

University of Utah, S. J. Quinney Law Library, Salt Lake City, Utah

Utah State University Libraries, Logan Utah

Utah Valley University Library, Orem Utah

Weber State University Library, Ogden, Utah

Westminster College Library, Salt Lake City Utah