

ARC Circulation/Lost Book Procedures for Cross-Borrowing Patrons

When material becomes "lost" the bill is sent to the ARC patron's home library. Bills are typically NOT sent directly to the delinquent patron. [1]

The home and lending libraries will place a hold on the patron's record and forward the bill to the patron.

When the patron is no longer delinquent, the lending library will call the home institution to remove the patron's name from the delinquent list and restore borrowing privileges.

A final bill will be sent to the home library's director as material becomes delinquent. Lending libraries will forward a list of lost materials outstanding to the borrowing libraries for reimbursement. This list should include patron name and replacement charges set by their library (no fines) for each title. Only those items lost during the current year will be included.

Individual institutions will assume responsibility to collect from their patrons or to pay for lost materials. Libraries will not be responsible for paying for lost items unless steps 1 and 2, above, have been followed.

In the event that an item is returned to the lending library after the "home" library has paid the replacement fee, the two libraries will make a determination as to whether or not there will be a refund.

Patrons who are eligible for cross-borrowing are: current students of the individual institution participating in the cross-borrowing program.

Faculty and approved staff and administrators receive borrowing privileges from all ARC libraries according to the ARC FACULTY/STAFF CROSS BORROWING CARD PROCEDURES.

All others are expected to use Inter-Library Loan for borrowing library materials.

Regardless of cross-borrowing arrangements, ARC libraries will be held responsible, as described above, for any materials lost by patrons 'belonging' to their institutions. Questions regarding the institution to which a patron 'belongs' will be decided on a case by case basis.

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[1] The "home library" is defined as the library from which the ARC card is issued.