

Cross Borrowing Policy Statement for Members of ARC

Members of the Academic Research and Collaborative with the Central Massachusetts Regional Library System have agreed to share their resources in several faculty/staff and student cross borrowing programs. Some libraries may have different agreements with selected libraries in the group. A list of participating libraries is available from individual libraries.

Guidelines have been established to encourage appropriate use of the libraries' collections by faculty, staff and/or students while protecting the integrity of the home institution's materials collections.

Guidelines

Each library will notify its faculty, staff and students of the cross-borrowing program, including policies.

Procedures

Faculty and staff ARC cards will be issued upon request by the individual AND verification of current employment by their home library's Circulation or Reference Departments.

Student ARC cards will be issued upon request by the individual AND verification of current registration by the home library's Circulation or Reference Departments.

Expiration dates will be determined by the home library. [1]

Communication will be maintained between libraries for the purpose of placing holds, billing patrons and reimbursement of lost items to lending libraries.

CMRLS will purchase and distribute card stock for use by each of the individual libraries. Payment will be made by each library as determined by the number of cards required.

Policies

Every faculty, staff and student must have a current, valid ID from their home institution or a photo ID as well as the ARC card to borrow from the participating libraries.

The use of one of these libraries is a privilege and the cooperating libraries have established procedures to ensure fairness and encourage patron responsibility.

The rules of the lending library apply when borrowing library materials from another institution.

Anyone who abuses these borrowing privileges will have them revoked and they will be subject to appropriate action that might be taken by the home library.

The home library assumes responsibility for its faculty, staff, and students who borrow materials from other institutions.

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