



**Big Ten Academic Alliance Center for Library Initiatives**  
**Reciprocal On-Site Borrowing Agreement**  
**October 31, 2016**

The institutions listed below agree to provide reciprocal borrowing privileges to current faculty, emeritus faculty, students, and staff at the other Big Ten Academic Alliance (BTAA) Center for Library Initiatives member libraries. Borrowers must present an institutional ID. If the institutional ID is not a photo ID, a second photo ID may be required. The libraries agree to provide borrowing through this agreement according to local circulation policies for guest borrowers.

### **Eligibility**

All current faculty, emeritus faculty, students, and staff at BTAA institutions and the University of Chicago who have home library accounts in good standing are eligible for guest borrowing privileges as established by the lending library.

To verify current affiliation and streamline the validation process, each lending institution will use the BTAA Reciprocal Borrowing Application developed by the University of Maryland's University Libraries Digital Data Services (DDS) on behalf of Big Ten Academic Alliance Library Initiatives.

### **Costs**

There is no cost for reciprocal borrowing privileges; however, borrowers may be charged late return fees and lost item fees according the lending library's policies.

### **Constraints**

Materials available for borrowing will vary by institution, reflected by local policies and practices. Typically, anything that would circulate via UBorrow will be available to the guest borrower on site.

The number of requests allowed to the guest and number of concurrent checkouts permitted are based on local policies and practices.

Accounts and expiration dates are set by local policies and practices. They will at least equal the initial loan period, typically 28 days.



## **Checkouts**

The host library will create a patron account in the local circulation system and all items will be charged to the user's account.

## **Returns**

The borrower is expected to return items in good condition to the lending library. Alternatively, items may be returned to the borrower's home institution; however, they will not be discharged from the borrower's account until they reach the lending library and fines may accrue in the interim. Visiting borrowers should be advised that best practice is a direct return to the lending library.

## **Accessibility**

If borrowers need material housed in lending institutions converted to accessible formats because of a disability, the borrowers' home institution will be responsible for meeting the accessibility requirements of these patrons. Home institutions will identify a point of contact at their respective institutions for accessibility requests.

## **Fiduciary Responsibility**

If the lending institution is not successful in encouraging the timely return of materials through its routine overdue procedures, replacement charges may be billed to the home institution of the borrower for final collection. Before billing another library, the host library should first apply their normal methods for collecting overdue fines/fees and replacement costs from patrons. After all options for encouraging the return of overdue items have been exhausted, lending institutions may then seek to bill home institutions.

Charges to the home institution must be reasonable and customary and should not include nuisance and deterrent charges.

Home institutions may pass charges on to the delinquent borrower according to their local policies.

Guest borrowers who do not comply with timely return policies may forfeit further borrowing with all BTAA institutions.

## **Replacement and Processing Fees**

Each institution may decide whether to accept replacement copies in place of lost materials. Institutions may charge reasonable processing fees when accepting replacement copies.