

**POPLAR BLUFF MUNICIPAL LIBRARY  
RECIPROCAL BORROWING POLICY  
September 3, 2015  
Board of Trustees**

**Members of the Program**

Libraries who are members of Missouri Evergreen Consortium's reciprocal borrowing agreement have agreed to allow walk-in patrons to check out materials free of charge from any participating library. Patrons may use their own library card and a photo id to check out materials. This program is available for patrons of participating libraries only.

**Borrowing Programs are subject to the following limits:**

- i. Reciprocal borrowers must have their home library card and a photo id with them to check out materials.
  - ii. Reciprocal borrowers may not place reserves on materials.
  - iii. Reciprocal borrowers may not request materials through interlibrary loan.
  - iv. Reciprocal borrowers may not check out downloadable materials, eReaders, or tablets.
  - v. Reciprocal borrowers cannot remotely access the Library's online databases.
  - vi. Reciprocal borrowers may not request extended loans (i.e. family or vacation loans).
  - vii. Reciprocal borrower privileges are valid until the expiration date of his/her home library card.
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- 1. Overdue fines may be collected at the library where materials are returned, based on their fine rate. All fines are kept by the library collecting them.
  - 2. Fees for lost and damaged materials will be collected and kept by the owning library. Damaged material will be returned to the owning library, which will assess any fines or fees.
  - 3. Individual libraries are responsible for insuring that their staffs are aware of, and adhere to, statutory requirements concerning confidentiality of public library users' registration and circulation records as required by Missouri Statute.

### **Library Responsibilities**

1. Identify the library as a participant in the program.
2. Honor cards from participating libraries.
3. Inform borrowers about local rules of service.
4. Verify the current address of the card holder
5. Return materials to lending library.
6. Publicize and promote program at local level.
7. Participating libraries will adopt policies and procedures that insure confidentiality and privacy of patrons are maintained.

### **Borrower Responsibilities**

1. Present your library card to a reciprocal borrowing library to register for library privileges in that library system.
2. Be in good standing at your local library.
3. Be informed and abide by the rules and policies of the participating libraries you use.
4. Assume responsibility for all materials borrowed on your cards, including payment for lost/damaged materials, overdue fines or other fees.
5. Return materials to any participating library in a timely manner according to the rules of the lending library.