



## Reciprocal On-Site Borrowing Program Procedures

In support of inter-library cooperation, many PALCI libraries have chosen to extend free library use and borrowing privileges to the patrons of the other PALCI member libraries participating in this program. The list of libraries participating is linked below where each has designated which types of patrons (faculty, students and/or staff) from other PALCI Members are eligible to use their library and borrow materials on-site.

### Definitions:

- Patron - a faculty member, student, or staff at a participating PALCI library
- Home Library - a participating PALCI library that authorizes their patron for on-site use and borrowing at another participating PALCI library. The Home Library decides which categories of patron they will authorize for such use
- Host Library - a library participating in the program that is willing to accept patrons from other participating PALCI libraries for on-site library use and borrowing.

### The process is easy!

#### **Patron Responsibilities:**

- Check to confirm the library you want to visit participates in this program.
- Complete the authorization form below and have it approved by an Authorized Staff Member at your Home Library.
- Bring the completed form to the library you want to visit (Host Library). You may be asked for additional information to complete the registration process.
- You are responsible for any materials you borrow from the Host Library you visit and are required to adhere to their due dates and policies.
- You are responsible to return the items to the Host Library **from which they were borrowed**. Your Home Library may or may not agree to return items to the Host Library; check with your Home Library to determine their policy.

#### **Home Library Responsibilities:**

- It's a good practice for the Authoring Staff Member to alert the head of circulation at the Host Library that this Patron will be visiting their library.
- Do not approve your patrons for this program if your library will not take final responsibility.

#### **Host Library Responsibilities:**

- Establish a record for the visiting Patron in your library system, thus activating his/her courtesy borrowing privileges.
- Notify PALCI if any changes with your participation in this program.