

**Borrowing Agreement between
Pasadena City College's Shatford Library
and
Glendale Community College Library**

This mutual-use agreement is voluntarily adopted by the undersigned libraries to establish policies for reciprocal borrowing for the students of Pasadena City College and Glendale College. This agreement will be in place for five years (June 30, 2013) and will be reviewed at the end of this period.

The collections and services of community colleges are funded by the state for the specific purpose of supporting the academic programs. Therefore, the college is precluded from making resources available to off-campus persons should doing so interfere with academic needs.

Material which CANNOT be loaned to Reciprocal Borrowers:

- (1) Reserve materials (excepting in-house use)
- (2) Reserve textbooks
- (3) Telecourse materials
- (4) Reference books
- (5) Equipment
- (6) Any other short-term loan item or other material.

Registration:

- (1) Applicants must present a college picture ID and proof of current registration (copy of current registration schedule of sticker) for the current school year
- (2) The borrower must agree to be responsible for all fines and charges for lost or damaged books assessed by the lending library.

Checkout and Number of Items:

- (1) The appropriate photo ID and proof of current registration is required when checking out books.
- (2) A maximum of 5 items may be borrowed at any one time by any reciprocal borrower.
- (3) Faculty and staff are restricted to the same loan period as students.

Glendale Community College		
Loan Periods and Fines:	Loan Period	Fines
Regular Circulating Materials	14 days	.20/day
Cassettes	14 days	.20/day
Periodicals do NOT circulate.		
Videocassettes are NOT available.		
Circulation/billing issues contact: Russell Beckett, Public Services Manager		
E-mail: rbeckett@glendale.edu		
Telephone: 818-409-5871		

Pasadena City College		
Loan Periods and Fines:	Loan Period	Fines
Books (including paperbacks)	14 days	.10/day
Cassettes	14 days	.10/day
Pamphlets	1 day	.10/day
Periodicals	1 day	.10/day
Videocassettes	3 days	1.00/day
Circulation/billing issues contact: Eric Hanson E-mail: ejhanson@pasadena.edu Telephone: (626) 585-3309		

Renewals, Holds, and Recalls:

One renewal is allowed in person or over the phone for general collection items provided there are no other requests for the material. Holds may also be placed for general collection material that is checked out. The lending library reserves the right to recall any materials.

Returning Library Materials:

Continuation of this borrowing agreement is dependent upon the efforts of both libraries to ensure that materials are returned to the home library.

- (1) Materials MUST be returned by the borrower to the lending library.
- (2) Recalled materials MUST be returned in a timely manner.
- (3) The lending library will provide a list of delinquent borrowers to the reciprocal library. Each library will be responsible for its delinquent patrons.
- (4) Failure to return overdue books and/or pay overdue fines will result in loss of borrowing privileges.
- (5) Reimbursement for lost materials will be made to the each library at the close of the semester.

Interlibrary Loan:

Interlibrary loan is not available for reciprocal borrowing libraries. These may be requested at the home library.

Term of Agreement:

The foregoing agreement is subject to review, revision or cessation at the end of June 2013.

Signed/Date:

Linda S. Winters, Associate Dean,
Library and Learning Resources
Glendale Community College

Mary Ann Laun, Assistant Dean
Shatford Library
Pasadena City College