

Reciprocal Borrowing Agreement
John F. Kennedy Memorial Library, California State University, Los Angeles,
and Glendale Community College Library

This mutual-use agreement is voluntarily adopted by the undersigned libraries to establish policies for direct reciprocal borrowing services to persons affiliated with either of the participating institutions.

Limitations:

The library at each institution is funded for the specific purpose of supporting the academic programs of that school. Meeting the academic needs of each library's own patrons' may take priority over off-campus persons. Specific limitations are noted in the attached addenda for that institution; other limitations not in the addenda may be in operation.

Registration:

- Applicants must present proof of current affiliation with "home" institution (e.g. photo identification card). Students must prove current registration (e.g. copy of current registration schedule or sticker on identification card).
- 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:

Determined by policy of lending library

Returning Library Materials:

Continuation of the reciprocal borrowing agreement is dependent upon the efforts of each library to ensure that materials are returned to the lending library.

- Materials *must* be returned by the borrower to the *lending* library.
- Recalled materials *must* be returned by the stated date to the *lending* library.
- Periodically, but no less than annually, each library will provide a list of delinquent borrowers to the borrower's school. Each school will take responsibility for its delinquent patrons.
- Failure to return overdue books and/or pay overdue fines will result in loss of borrowing privileges in both libraries.
- At the home school, transcripts will not be released until all materials and fines have been cleared at all lending libraries.
- Reimbursement for lost materials will be made to the lending library at the close of the quarter/semester.

Renewals, Holds, and Recalls:

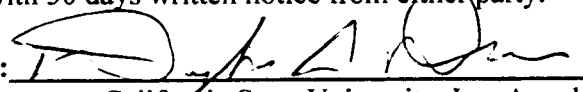
Determined by the policy of the lending library.

Interlibrary Loan:

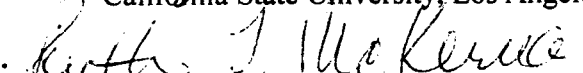
Interlibrary loan is available only from the home campus.

Term of Agreement:

The foregoing agreement is in effect until June 30, 2003. It will be automatically renewed each year. It will cease with 30 days written notice from either party.

Signed: 
California State University, Los Angeles

Date: 5/13/02

Signed: 
Glendale Community College, Glendale

Date: 6-12-02

Materials that *cannot* be loaned to Reciprocal Borrowers:

- Reserve materials (except for in-house use)
- Reference books
- Periodicals
- Media Collection
- Any other short-term loan item or Library Use Only material

Checkout and Number of Items:

- CSULA Courtesy Card will be issued to check out books upon presentation of appropriate photo identification and proof of registration (registration sticker; fee receipt; or schedule of currently enrolled classes).
- A maximum of ten items may be borrowed at any one time by a direct borrower from the other school.
- Faculty and staff are restricted to the same loan period as CSULA undergraduate students.

Loan Periods and Fines:

	<u>Loan Period</u>	<u>Fines</u>
• Regular Circulating Material	28 days	\$0.25/day
• Recalled Circulating Material	-	\$0.75/day
• Reserves	varies	\$0.25/hour

Renewals, Holds, Recalls:

- Renewals: One renewal is allowed for circulating items provided there are no other requests for the material. Patrons may renew materials in person or via the library's web site.
- Holds: Holds may be placed on items that are checked out.
- Recalls: The library reserves the right to recall any items.

Service information:

Hours:

- Monday-Thursday 8:00 AM – 10:00 PM
- Friday 8:00 AM – 5:00 PM
- Saturday 9:00 AM – 7:00 PM
- Sunday 10:00 AM – 8:00 PM
 - hours vary during quarter break, holidays and the summer

Contact information:

- Circulation (323) 343-3987
- Reference (323) 343-4927
- Library webpage <http://www.calstatela.edu/librarv>

Glendale Community College Library

Materials that *cannot* be loaned to Reciprocal Borrowers:

- Reserve materials (except for in-house use)
- Reference books
- Equipment
- Periodicals
- Any other short-term loan item or other material which does not circulate, as determined by either library

Checkout and Number of Items:

- The appropriate photo identification with proof of registration is required when checking out books.
- A maximum of five items may be borrowed at any one time by a California State University, Los Angeles student.
- Faculty and staff are restricted to the same loan period as students.

Loan Periods and Fines:

	<u>Loan Period</u>	<u>Fines</u>
• Regular Circulating Materials	14 days	\$ 0.20 /day
• Reserves	14 days 2 hours	\$ 0.50 /day \$ 1.00 /hour

Renewals, Holds, and Recalls:

- Renewals: One renewal is allowed in-person or by telephone for general collection items provided there are no other requests for the material.
- Holds: Holds may be placed on general collection material items that may be checked out.
- Recalls: The Library reserves the right to recall any items.

Service information:

Fall and Spring Semester Hours:

- Monday-Thursday 8:00 AM – 9:00 PM
- Friday 8:00 AM – 4:00 PM
- Saturday 10:00 AM – 2:00 PM

- Hours vary during semester breaks, holidays and the summer and winter inter-sessions

Contact numbers:

- Circulation: 818-240-1000, ext. 5586
- Reference: 818-240-1000, ext. 5577
- Reserve: 818-240-1000, ext. 5581
- Library webpage: <http://www.glendale.edu/library>

California State University, Los Angeles, John F. Kennedy Memorial Library

- **Circulation issues:**

Larry Vogt, Chief Access Services Assistant

- lvogt@calstatela.edu
- (323) 343-3991

- **Delinquent billing issues:**

Adriana Cheng, Accounting and Billing Supervisor

- acheng4@calstatela.edu
- (323) 343-4925

Glendale Community College Library

Circulation issues:

Russell Beckett, Public Services Manager

- rbeckett@glendale.edu
- (818) 240-1000 ext. 5871

Delinquent billing issues:

Russell Beckett, Public Services Manager

- rbeckett@glendale.edu
- (818) 240-1000 ext. 5871