

# Lincoln Trail Libraries System

## Resource Access Policy

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### Introduction

Reciprocal Borrowing, Multitype Reciprocal Borrowing and Reciprocal Access services provide a means for onsite access to materials in Lincoln Trail Libraries System member library collections. These services form a vital cornerstone of interlibrary cooperation among all LTLS member libraries.

The interlibrary cooperation and resource sharing services described in this policy enable the users of all LTLS libraries to enjoy broad access to the resources of other LTLS member libraries and greatly expand the range of materials available to users beyond the collection of the user's home library. These services are intended to enhance the resources available to the user at the home library, and not as a substitute for, responsible collection development at the local level.

This policy was developed to govern the practice of reciprocal borrowing and reciprocal access within the Lincoln Trail Libraries System. This policy does not cover interlibrary loan practices. Interlibrary loan between LTLS member libraries is governed by the *ILLINET Interlibrary Loan Code* and the LTLS Interlibrary Loan Policy.

### General Provisions

#### Definitions

**Resource Sharing:** Activities through which member libraries within the System cooperate in the sharing of resources and services with patrons or libraries entitled to library borrowing privileges. The concept of resource sharing includes, but is not limited to interlibrary loan, reciprocal access and reciprocal borrowing.

**Multitype Reciprocal Borrowing:** A voluntary plan for reciprocal borrowing privileges extended to cardholders of any group of System member libraries, which includes at least one non-public library.

**Reciprocal Borrowing:** A program whereby a patron of a full member public library may borrow materials in person directly from any other participating public or nonpublic library without using Interlibrary Loan mechanisms. Developmental member libraries are not eligible for reciprocal borrowing. In Reciprocal Borrowing, the patron moves from library to library. Non-public libraries are encouraged to allow reciprocal borrowing within their legal limits (See Multitype Reciprocal Borrowing).

**Reciprocal Access:** A program whereby a registered patron in good standing of any LTLS member library may gain direct on-site access to the resources of another member library within the System.

## Reciprocal Borrowing

### A. RESPONSIBILITIES OF LTLS MEMBER PUBLIC LIBRARIES (CARD-ISSUING LIBRARY)

1. Issue library cards that meet the minimum guidelines for reciprocal borrowing, including an expiration date, the patron's name, unique borrower's number and the name of the issuing library. Small format plastic library cards intended to be attached to key rings have the same requirements. A library needing information that is not printed on the library card, such as the library's address or phone number, may locate this information on the LTLS web site or the ELI (Every Library in Illinois) website ([www.elillinois.org](http://www.elillinois.org)).
2. Annually review its non-resident fee policy and report to LTLS the method adopted by the library to determine the local use non-resident fee, the amount of the fee, and the effective date of the fee.
3. Reimburse lending library for reciprocally borrowed items not returned by patrons. The reimbursement will be made within three months of receipt of the bill from the lending library.
4. A public library may choose to sell a non-resident card. If a library chooses to sell non-resident cards, the cards shall be issued, and non-resident fees shall be calculated, according to appropriate Illinois Statute and the Illinois Administrative Code. The purchase of this card enables the purchaser to have reciprocal borrowing privileges at other public libraries. Non-resident cards must be clearly marked "Non-Resident".

### B. RESPONSIBILITIES OF LTLS MEMBER PUBLIC LIBRARIES (LENDING LIBRARY)

1. Lend to reciprocal borrowers all materials in any format, [as generously as possible](#).  
[Under certain circumstances libraries may limit reciprocal borrowers:](#)  
[\(a\) A library which experiences an imbalance as a net lender in reciprocal borrowing may restrict access by the users of those libraries who have created a significant imbalance for the lending library. A significant imbalance is defined as a local library serving less than 60% of local borrower need.](#)  
[\(b\) A library which experiences an imbalance as a net borrower may request other libraries to limit access to the library's users. A significant imbalance must be defined by the local library's circulation policy.](#)  
[The limiting library's Board of Trustees shall review any limits imposed on reciprocal borrowers at least annually to determine whether the conditions justifying such restrictions still pertain and the limits imposed remain fair and reasonable.](#) Any restrictions imposed by a limiting library must be reported to LTLS for posting in the system web site.
2. Agree to honor the delinquency thresholds of other LTLS Libraries and not circulate materials to delinquent patrons, whether a local patron or a patron of another library until the delinquency is cleared. LINC libraries provide automatic

mutual notification of all delinquent patrons through the LINC database. Libraries not automated on LINC may report delinquent patrons whose cards should not be honored for reciprocal borrowing in writing to LTLS.

3. Notify reciprocal borrowers of overdue materials in order to recover materials or collect payment directly from the patron and assist with the retrieval of delinquent material borrowed by one of its registered patrons if requested by the lending library.
4. Agree to extend intersystem reciprocal borrowing privileges to patrons with valid borrowers cards from Illinois public libraries outside LTLS, provided the library extends reciprocal privileges to card holders outside its library system.
5. Maintain and report adequate statistics concerning reciprocal borrowing transactions as required by the appropriate governing body, the System and/or the Illinois State Library. LINC public libraries maintain reciprocal borrowing statistics through the LINC online catalog. Non-LINC public libraries maintain reciprocal borrowing statistics locally.

#### C. RESPONSIBILITIES OF THE SYSTEM

1. Designate a staff member to coordinate, monitor and guide the Reciprocal Borrowing and Resource Access Program.
2. Coordinate the collection of reciprocal borrowing statistics from member libraries.
3. Monitor reciprocal borrowing use patterns.
4. Provide a means for non-LINC libraries to notify member public libraries of patrons reported as delinquent.

#### D. SUSPENSION OF RECIPROCAL BORROWING PRIVILEGES

1. The Reciprocal Borrowing privileges of a library's ~~card holders~~[cardholders](#) can be suspended for violation of the provisions of this policy.
2. If an interpretation of this policy is at issue, LTLS will use the procedures in the LTLS Membership Grievance Policy to clarify the intent of the policy.
3. LTLS will notify all public libraries of any member library whose reciprocal borrowing privileges have been suspended.
4. In case of disputes arising from the application of the suspension provisions of the Resource Access Policy, the procedures described in the LTLS Grievance Policy will be used.

## Reciprocal Access

Reciprocal Access provides a plan by which the non-proprietary, non-confidential library resources of all LTLS member libraries are made available for limited on-site/on-shelf access to patrons in good standing of all member libraries. Access is provided either through open access during the library's open hours or by appointment upon referral by the librarian making the referral.

#### A. RESPONSIBILITIES OF THE LIBRARY

1. Provide information describing their local access requirements to LTLS.
2. Participate in the Reciprocal Access program by making its library resources available to patrons of other member libraries in the least restrictive way possible. Libraries may place reasonable restrictions on physical access to their facilities by patrons of other libraries. All libraries are encouraged to provide the most open, least restrictive access possible
3. Make available all non-proprietary, non-confidential resources of the library for on-site use by Reciprocal Access patrons from other LTLS libraries. If, for a valid reason, a library cannot provide on-site physical access to its non-proprietary, non-confidential library resources, the library must submit a plan to provide functionally equivalent access to patrons of other LTLS member libraries.
4. Encourage and inform patrons of the availability of reciprocal access as appropriate to their information needs.
5. Follow the standard procedures for referring patrons to other LTLS member libraries, taking into consideration the access requirements of the library to which the patron is being referred.

#### B. RESPONSIBILITIES OF THE SYSTEM

1. Collect and make available information describing local requirements of LTLS libraries for on-site access.
2. Provide a standardized means for referral of patrons.
3. Monitor the Reciprocal Access program.
4. Provide information to member libraries on Reciprocal Access in order to promote awareness and encourage use of the program by all System member libraries.

### **Multitype Reciprocal Borrowing**

The purpose of Multitype Reciprocal Borrowing is to provide a means by which a group of full member libraries that includes at least one non-public library may voluntarily agree to provide reciprocal borrowing for cardholders of each of the participating libraries. Any full member library may enter into a multitype reciprocal borrowing agreement with other

full member libraries of the System. Multitype reciprocal borrowing agreements must include at least one non-public library.

A. RESPONSIBILITIES OF THE LIBRARY

1. Assess the library's potential for entering into a multitype reciprocal borrowing agreement with libraries of other types at least annually.
2. Notify Lincoln Trail Libraries System of the library's intention to enter into a multitype reciprocal borrowing agreement by written notice including the names of the libraries involved in the prospective agreement.
3. Notify Lincoln Trail Libraries System of the library's participation in an agreement by forwarding a copy of the written agreement to LTLS within 30 days of entering into the agreement.

B. RESPONSIBILITIES OF THE SYSTEM

1. Encourage libraries to evaluate the benefits of entering into multitype reciprocal borrowing agreements.
2. When notified of the intent of member libraries to enter into a multitype reciprocal borrowing agreement, provide consulting assistance to the libraries.
3. Monitor the status and progress of multitype reciprocal borrowing agreements among member libraries.