

## Mutual Lending Agreement

### Cal Poly Pomona University Library and Mt. San Antonio College Library

Members of the campus community of Mt San Antonio College Library will renew borrowing privileges with the University Library at Cal Poly Pomona on a mutual use basis effective **July 1, 2019**. This agreement will remain effective through **July 1, 2024**, or be terminated by either party upon one semester notice for Mt San Antonio College Library and for Cal Poly Pomona University Library.

Under this agreement, both parties must follow these guidelines:

1. Both parties will provide loan services to members of the other campus community with a valid form of campus identification and *proof of eligibility*. A member of the campus community is defined as:
  - Faculty
  - Staff
  - Current registered students (including undergraduates, graduates, full or part-time, summer sessions, distance education, and extended education).

**\*\*Proof of current term enrollment/registration for students:**

  - Current University /College I.D. and the following:
    - o Class schedule for current term (printed copy or ability to log in to show online)

**\*\*Proof of current employment for faculty and staff such as:**

  - Current University/College I.D. , or
    - o Letter on proper department stationary showing that you are current employed by reciprocal institution, signed by a university/college administrator
2. Borrowers are subject to all the rules and regulations established by the lending library (please ask lending library for these rules).
  - Rules that govern the access to and the availability of library materials
  - Loan periods and delinquency fees
  - Recalls and renewals
3. Borrowers must acknowledge that some services such as reference assistance, use of electronic databases, assistance in locating materials, requesting delivery of books, placing books on hold, use of special loan items, room reservations, and access to computers and computer facilities in the library may be limited to the students, faculty, and staff of the home library.
4. Borrowers are expected to return material in its original condition directly to the lending library by the due date. However, if the book is recalled, borrower must return the material by the recall date.
5. Both libraries in this agreement will intervene on behalf of the other library, upon request, to retrieve unreturned materials or to collect fines/bills.
  - Notices of recall(s) and any billed library charges will be sent to the borrower.
  - Notices of unpaid fines and billed items will be sent to borrower's home library.

- Replacement costs for library material that has been lost or damaged will be determined by the lending libraries in accordance with their existing policies.

**\*\*The home library must receive notice of borrower's name, borrower's identification number, and the information about any unreturned materials or unpaid fines within 3 months of the due date. Notice should include:**

- Name of Borrower
- Borrower's college/university identification number
- Item(s) unreturned / due date of items
- Return date of unpaid fines
- Amount of billed item (if applicable)

6. Given evidence of abuse, borrowing privileges will be withdrawn from any user.
7. Both parties agree to communicate with each other changes to any library policies or procedures that will affect the borrowing library community.
8. Any changes or revision to this agreement must be made in writing with the approval of both parties.

*Please initial by only ONE statement and sign below.*

MHC I, as a representative from **Mt. San Antonio College Library**, have read, agree, and will abide by the guidelines established in this Mutual Lending Agreement.

\_\_\_\_\_, I, as a representative from **Mt. San Antonio College Library**, have read the guidelines established in the Mutual Lending Agreement and wish to terminate Reciprocal Borrowing privileges between Mt. San Antonio College and Cal Poly Pomona effective \_\_\_\_\_.

**Mt San Antonio College Library**

Meghan M. Chen, PhD

[Signature]

6/26/19

Name (Print)

Signature

Date

Dean, Library & Learning Resources

Title

ECG I, as a representative from University Library at Cal Poly Pomona agree to the guidelines established in this mutual Lending Agreement.

**California State Polytechnic University, Pomona, University Library**

Emma G. Gibson

ECG

6-26-19

Name (Print)

Signature

Date

Dean of University Library

Title

# Inland Empire Academic Libraries Cooperative (IEALC)

## CURRENT LIBRARIES

Currently enrolled students with a current IEALC Card issued by their own library are able to visit and borrow material (limited) at the following institutions:

[Azusa Pacific University](#)

[California Baptist University](#)

[Citrus College](#)

[CSUSB](#)

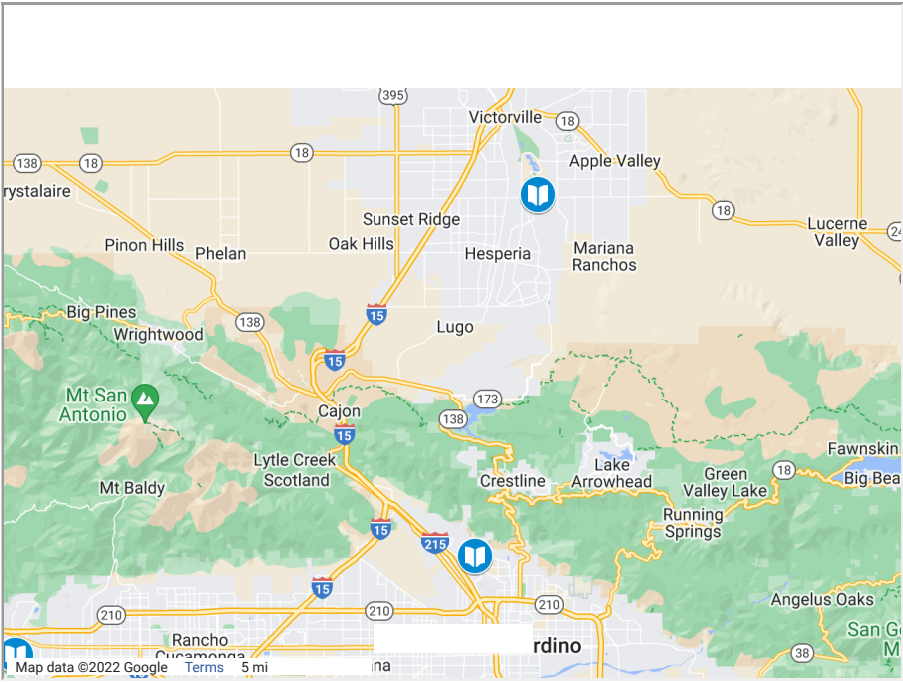
[Mt. San Antonio College](#)

[University of Redlands](#)

[Pacific Oaks College](#)

[University of La Verne](#)

[Victor Valley College](#)







## About

The purpose of the **Inland Empire Academic Libraries Cooperative (IEALC)** is to provide reciprocal library borrowing privileges and available physical space to currently registered students of the participating institutions. Students must obtain a current IEALC Card from their home institution and all borrowing privileges and use of physical space are subject to the guidelines and policies of the library they visit. Faculty and staff borrowing privileges are outside of this Agreement and are covered by other policies of the individual member institutions. The IEALC consists of not-for-profit, accredited college and university libraries located in and around the Inland Empire.

## Institutional Membership

Membership is open to academic libraries in tax exempt, accredited institutions of higher education located in the Southern California Inland Empire Region. Participating libraries are required to have a collection of library materials that is locally accessible to students.

A member library may withdraw from IEALC by notifying the Chair of its decision **three months in advance of the effective date** (Deadline is June 1) of its withdrawal. The Chair will then notify other member libraries of this decision. The library wishing to withdraw from IEALC understands that it remains responsible for any obligations incurred due to its participation in IEALC.

### How To Become A Participating Institutional Member

Requests by institutions for membership consideration shall be directed to the Chair (see contact below). Libraries requesting membership should include a general description of the academic programs offered in the institution and supported by the library. This description should include the scope of library holdings and include supporting statistics (e.g., number of students, collection size, materials budget, hours of service, etc.). Prospective members will provide such information by completing the IEALC Application Form (see attachments in Documents section).

The Chair will distribute this information to all liaisons and place the matter on the agenda of the next regularly scheduled meeting. Admission to membership shall be by a two-thirds vote of the member libraries present. Each member library will have one vote. New memberships will be considered and voted upon at the Spring meeting. Memberships become effective July 1.

Please submit the documents used by IEALC

1. IEALC Application Form
2. IEALC Agreement/Annual Report Form

Amendments and changes in the Agreement may be proposed by any member by forwarding a written copy of the proposed amendment to the Chair. The Chair will notify all members of the proposed amendment or change in advance of the next regularly scheduled or special membership meeting. The Chair will present the amendment or change for discussion. A two-thirds vote of the membership present at the meeting will be required to approve an amendment or change in the Agreement. Each member library will have one vote.

The signature of the director or other authorized agent from each participating library will be required to certify acceptance of the revised Agreement and continued participation in IEALC.

### Current Chair Contact:

Jared P. Burton (Mt. San Antonio College [Library](#))

[jbarton6@mtsac.edu](mailto:jbarton6@mtsac.edu)



### Responsibilities of Institutional Membership

Members agree that it is their institutional responsibility to provide library resources that support the basic programmatic and curricular needs of their own students, and recognize that participation in IEALC is designed to enhance, not replace, local library resources.

Participating libraries agree to limit IEALC borrowing privileges to students whose research or special instructional needs extend beyond the resources of the home library.

Members agree to accept financial responsibility for the replacement cost and associated billing costs of any materials loaned to their students under this Agreement when these materials have been lost or damaged.

Members agree to designate an IEALC liaison to serve as delegate to all regularly scheduled and specially called meetings. Liaisons will assist in gathering data pertinent to IEALC participation and will provide assistance that ensures the efficient operation of the IEALC program.

Members agree to maintain and report use statistics by IEALC borrowers in a form prescribed and approved by the membership.





# IEALC Meetings

Membership meetings shall be called twice annually - one meeting to be held in the **Fall** (typically November) and one meeting to be held in the **Spring** (typically May) of each academic year. Special meetings may be convened as required at the discretion of the Chair.


## Next Meeting

- Virtual Meeting (November 4, 2022)

## Past Meetings

- Virtual Meeting (June 3, 2022)
- Mt. San Antonio College. Walnut, CA (November 1, 2019)
- Azusa Pacific University. Azusa, CA (May 9, 2019)
- California State University San Bernardino. San Bernardino, CA (November 7, 2018)
- Southern California University of Health Sciences. Whittier, CA (May 2, 2018)
- Pacific Oaks College. Pasadena, CA (November 1, 2017)
- Citrus College. Glendora, CA (May 4, 2017)

# Documents

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