

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, 2014**. This agreement will remain effective through **July 1, 2019**, or be terminated by either party upon one semester notice for Mt San Antonio College Library and one quarter notice 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 enrolled 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* one of the following:
 - Tuition statement for current term
 - 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
 - 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, use of reserve items, 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.