

## **Southeastern Pennsylvania Theological Library Association Direct Borrowing Privileges Agreement Policy**

### **1.0. Scope and Purpose**

1.1. The direct borrowing agreement is intended to foster a wider use of library materials in theology and related disciplines. It is not intended to replace or diminish the use of the home institution's library as the primary source of materials.

1.2. This policy covers reciprocal direct borrowing arrangements for students, staff and faculty of those institutional members of the Southeastern Pennsylvania Theological Library Association (SEPTLA) who are signatories to the agreement.

### **2.0. Policy**

2.1. The institutional members of SEPTLA who are signatories to the agreement will extend the privilege of in-person direct borrowing from each of the libraries to students, staff and faculty of the other signatories in a valid "Direct Borrowing Certification Document" from their home institution.

2.2. Students, staff and faculty have the same borrowing privileges and are subject to the same regulations.

2.3 This privilege:

2.3.1. Will include all of the current students, staff, and faculty of the agreeing libraries.

2.3.2. Will be valid for a period no longer than six months as specified on the "Direct Borrowing Certification Document" issued by the home institution,

2.3.3. Members that do not observe this policy and honor the "Direct Borrowing Certification Document" will have their SEPTLA privileges immediately revoked and be subject to section 3.2.4 below.

2.3.4. Will not extend to other borrowers authorized by the agreeing libraries, e.g. local pastors, Friends of the Library, non-SEPTLA satellite programs.

### **3.0. Responsibility**

3.1. The lending library will secure the addresses of SEPTLA borrowers from the "Direct Borrowing Certification Document" and is ultimately responsible for: sending overdue notices, billing of overdue or unreturned library materials, enforcing restrictions in the use of materials, and handling special situations.

3.1.1. If a lending library chooses to lend to a patron without a valid "Direct Borrowing Certification Document," the lending library assumes full risk and the borrower's home library is absolved of any responsibilities that are explained below.

3.2. In cases where the borrower does not observe the lending library's policies, the lending library must notify the borrower's home library of violations or problems as they arise.

3.2.1. In cases where a borrower does not respond to the lending library's requests within thirty days of initial contact, the lending library is responsible for notifying the borrower's home library as specified on the "Direct Borrowing Certification Document."

3.2.2. Upon being notified of violations or problems from a lending library, the home library is responsible for helping to resolve the problem or violation within thirty days. After this, the home library is responsible for full restitution to the lending library.

3.2.3. In cases where the home institution does not pay full restitution within ten business days, the lending library must contact the SEPTLA Executive Committee in writing with a copy of the “Direct Borrowing Certification Document” and other supporting documentation on record.

3.2.4. The Executive Committee will revoke all SEPTLA privileges of the violating home institution until full restitution is made and will notify all other members. Upon full restitution, the Executive Committee will reinstate all SEPTLA privileges and notify all other members of this update.

3.2.5. Members whose privileges remain revoked will not be able to renew their membership.

#### **4.0. Procedures**

4.1. Students, staff or faculty members who wish to borrow materials must first present current picture identification and a valid “Direct Borrowing Certification Document” from the home institution to the circulation desk of the lending library.

4.2. The lending library may place a limit on the number of items borrowed per person.

4.3. Borrowers must return materials to the library from which they were borrowed.

#### **5.0 Review of Policy**

5.1. This policy governing direct borrowing privileges shall be reviewed at least every five (5) years by the SEPTLA Executive Committee.

*Revised & Approved May 20, 2009*