



CALIFORNIA STATE UNIVERSITY
FULLERTONTM

Paulina June & George Pollak Library
Library Circulation
(657) 278-2721 / Fax (657) 278-2439

Reciprocal Borrowing Agreement

Mutual lending of library material agreement is between Pollak Library at Cal State University, Fullerton and Santiago Canyon College.

Under this agreement both parties must follow these guidelines:

- Both parties will provide loan services to current faculty, staff, and students with valid campus identification **and** *proof of eligibility**.
 - *Letter issued by Borrowers university AND*
 - *Campus Identification*
- Borrowing Library agrees to:
 - Intervene on behalf of the other library to retrieve unreturned materials or to collect fines or bills,
 - Accepts financial responsibility for lost or damaged materials lent to borrowing library students (when not paid for by student including replacement cost and associated billing cost), and
 - Accepts financial responsibility for all outstanding fines the student may owe to the lending library.
- 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, holds, and renewals
- 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.
- Lending Library agrees to:
 - Send notices of recall and billed item to the borrower, and
 - Send borrowing library a statement of outstanding fines and unreturned material at the end of each month.
- Replacement cost for library material that has been lost or damaged will be determined by the lending library in accordance with their existing policies.
- Given evidence of abuse, borrowing privileges will be withdrawn from any user.
- Both parties agree to communicate with each other changes to any library policies or procedures that will affect the borrowing library community.
- Any changes or revision to this agreement must be made (in writing) with the approval of both parties.

Current faculty, staff, and students of Santiago Canyon College will renew borrowing privileges with the Pollak Library at Cal State University, Fullerton on a mutual use basis effective August 30, 2013. This agreement will remain in force until June 30, 2016 or until terminated by either party upon one semester notice.



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Please initial by only ONE statement and sign below.

MMF

initials

I, as an authorized representative from Santiago Canyon College, have read, agree, and will abide by the following guidelines established in this Reciprocal Borrowing Agreement.

initials

I, as an authorized representative from Santiago Canyon College, have read the following guidelines established in the Reciprocal Borrowing Agreement and wish to terminate Reciprocal Borrowing privileges between Santiago Canyon College and California State University, Fullerton effective _____.

Santiago Canyon College

Marilyn Flores

Name

M. Flores

Signature

Dean of Arts, Humanities & Social Sciences

Title

9/3/13

Date

I, as an authorized representative from Pollak Library at California State University, Fullerton, agree to the following guidelines established in this Reciprocal Borrowing Agreement.

Pollak Library
California State University, Fullerton

Ronald Rodriguez

Name

Ronald Rodriguez

Signature

Access Services Unit Head

Title

9/23/13

Date



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Reciprocal Borrowing Agreement Details

Santiago Canyon College and CSU Fullerton

Proof of Eligibility:

Santiago Canyon College students must have the following to be granted library privileges at CSU Fullerton.

- Letter issued by Santiago Canyon College AND
- Campus Identification

CSU Fullerton students must have the following to be granted library privileges at Santiago Canyon College

- Letter issued by CSU Fullerton AND
- Campus Identification – TitanCard

Reconciliation Agreement:

CSU Fullerton and Santiago Canyon College will reconcile outstanding library charges using the following schedule:

Fall Term

First Notice: January 1st

Final Notice: May 1st

Payment due for fines not paid from Final Notice: June 1st