<u>Procedure</u>

Bernardsville Public Library
Reciprocal Borrowing
Revised July 18, 2005

The Library has reciprocal borrowing (interchange of privileges) agreements with Bernards Township, Bedminster, Far Hills, Mendham Borough, Mendham Township, Morris Township, Morristown, and the towns in the Raritan Valley Federation. Bernardsville cards are honored in these libraries. A Bernardsville card may be issued to anyone who lives or works in any of these towns – a home library card is not required.

Raritan Valley Federation of Libraries Reciprocal Borrowing Agreement
Revised December 11, 2003

Reciprocal borrowing is a common policy of all member libraries of the Raritan Valley Federation. The Federation was formed to foster shared services and to provide local residents with better access to library materials. As of the date of this agreement, residents of the following municipalities shall be termed Federation patrons: Bedminster, Bernards Township, Bernardsville, Bound Brook, Dunellen, Far Hills, Franklin Township, Manville, Middlesex, New Brunswick, Raritan, Somerville and South Bound Brook. Federation patrons may present their "home" library cards or other sufficient identification, as determined by the lending library, to borrow materials at any Federation library.

General borrowing privileges extend to all eligible Federation patrons in good standing. Reciprocal Federation patrons may borrow books, compact discs, videos, DVDs and materials in other formats. Materials loaned by a Federation library are subject to that library's borrowing rules. Materials may be returned to any member library. The reciprocal patron is responsible to the lending library for overdue fines, lost or damaged item fees or any other fees assessed by the lending library. The patron's home library is not responsible for these fines or fees. The patron is responsible for any fines incurred while materials are in transit between libraries.

Piscataway Library, while not a member of the Federation, participates in the reciprocal borrowing agreement with restrictions on the types of materials that Federation patrons may borrow.

Videos and DVDs: A Federation library that requires a membership fee for borrowing videos and/or DVDs may collect this fee from a reciprocal patron. Borrowing procedures for home library patrons shall apply to reciprocal patrons.

Reserves, requests and public access computers: Federation patrons shall have the same privileges as home library patrons.

Interlibrary Loan Requests: ILLs may be originated at any Federation library, provided that the reciprocal patron is in good standing and is willing to pick up and return the ILL material to the library initiating the request.

Borrower's cards: The transaction procedure that enables a resident of a Federation town to borrow at a Federation library other than his/her home library is to be determined by the lending library. When the lending library and the reciprocal patron's home library are both members of the Libraries of Middlesex Automation Consortium, the patron's home library card should be used, because this card's barcode is accepted at all LMxAC libraries. When the lending library and the patron's home library use different circulation systems, the lending library either may issue the patron a courtesy card or may affix a barcode to the patron's home library card so that the patron is registered in the lending library's circulation system. The LMxAC library that initially registers a non-LMxAC Federation patron will issue an LMxAC nonresident card that the patron may use at all Federation libraries that are also members of LMxAC.

The procedure for confirming a patron's eligibility to borrow at a Federation library is left to the discretion of the lending library. The lending library may ask the reciprocal patron to present his/her home library card, and contact the home library to verify the patron's current status. The lending library is encouraged to verify annually reciprocal patron status with the home library. Borrowing privileges of delinquent reciprocal patrons may be revoked in all Federation libraries until the delinquency is resolved.