## Item4.4

## British Columbia CPSLD Reciprocal Borrowing Agreement

## Dated:

Libraries with representation on the *Council of Post-Secondary Library Directors* (CPSLD) extend in-person borrowing privileges to students, faculty and staff at all other CPSLD institutions. A list can be found at: (website). All that is required for borrowing is a valid university or college identification card or a valid *Council of Prairies and Pacific University* Libraries (COPPUL) card from a B.C. University.

Students, faculty and staff should check with their home library to ensure they have the [appropriate identification](http://www.coppul.ca/rb/rbindex.html#ID#ID) before borrowing from another B.C. post-secondary library. This may include a current library card or a valid student or staff identification card. Some libraries require photo identification.

Reciprocal borrowing privileges are determined by each lending (host) library and may provide shorter loan periods than those available at the individual's home library. Some library materials such as periodicals, videos, and books on course reserve may not be available for loan. Other restrictions, including the number of items borrowed, may apply.

Other library services may be available in addition to borrowing privileges and in this case, some fees may apply. Students, faculty and staff should inquire at each host library regarding services available to visiting library users.

* The lending library's regulations related to loan periods, renewal and recall procedures, and fines will apply to all loans.
* Lost or damaged materials should be reported to the library from which the item was borrowed.
* Borrowers are responsible for returning materials to the library from which they were borrowed, unless other arrangements have been made.
* Borrowers are responsible for paying any fines, lost book charges or processing charges incurred.

*The host institution may want to ask users to sign a statement incorporating the following:*

As a guest user of this CPSLD member library, you agree to abide by the rules, including payment of fines for lost, damaged and overdue items. You also agree to return items directly to this library unless other arrangements have been made.

Date and Signature: