

Mississippi Community College Libraries Reciprocal Lending Agreement For the Mississippi Virtual Community College Program

Introduction

This document establishes a reciprocal lending agreement for system-wide library cooperation in support of the Mississippi Virtual Community College program. This document sets forth the guidelines that will be followed by the participating libraries. Participating in this agreement does not require any changes to current interlibrary loan policies or processes. Reciprocal lending is not intended to substitute for the provision by each community college of adequate library resources and services to support students in the virtual programs.

Purpose

- To increase access to library resources within the member libraries
- To maximize use of the combined collections of the member libraries
- To support the Mississippi Virtual Community College distance learning program

Agreement

- The Mississippi Community Colleges who sign this document agree to extend their lending privileges to all patrons who are participants in the Mississippi Virtual Community College Program.
- Patrons must provide proper identification showing current college affiliation.
- Current inter-library loan policies between member institutions and other libraries will not be affected.

Responsibilities of the Lending Library

- The lending library is defined as the library actually loaning materials to a MSVCC student.
- The lending library will determine what constitutes a valid identification.
- Each library director from a participating institution will be given appropriate access to the state-wide student files as provided by the Mississippi State Board of Community and Junior Colleges for verification of student identification.
- The lending library will determine its own loan policies (included but not limited to setting due dates, number of books available for loan, fines for overdue materials.)
- The lending institution should keep in mind the following points when setting due dates: the closing date of the MSVCC semester, time needed to notify students of overdue materials; and in the case of overdue materials, the time it takes to notify the institution where the student is enrolled.

Responsibilities of the Student

- Books will not be mailed to students. Students who are currently enrolled in a class through the MSVCC can borrow materials from any participating library through normal lending procedures of the participating library.
- Students withdrawing from the program will be required to return all books to the lending library before completing the withdrawal process.
- Delinquent borrowers will be the responsibility of the institution where the student is enrolled. The lending institution will notify the institution where the student is enrolled prior to the end of the semester of any delinquent materials. Grades and transcripts will be held by the institution for any delinquent borrowers.

Participation and Review

- Any college signing this document does so voluntarily and may withdraw at any time by sending written notice to the Office of the State Board for Community and Junior Colleges.
- After approval of the Presidents of the participating institutions, the review and revision of this document is the responsibility of the Mississippi Community and Junior College Library Deans/Directors Association.
- Evaluation of the mutual loan agreement will be conducted every three years by the participating library deans/directors.
- Each institution is to keep adequate records to demonstrate effective use of inter-library loans to virtual students.

Participation in the Mississippi Community College Libraries Reciprocal Lending Agreement

After consideration by the library dean/director and the appropriate college administrators please complete the following agreement.

(Name of College/Library)

Agrees to participate in the Reciprocal Lending Agreement.

This agreement will take effect on the date it is signed and will remain in effect until the participant notifies the SBCJC in writing that the college no longer wishes to participate.

Chooses not to participate in loaning materials directly to students but will loan materials through the regular inter-library loan processes to other community and junior college libraries in the state.

(Signed by)

(Title)

(Date)

Please forward agreement to Mr. Jason Pugh, SBCJC, Jackson, Mississippi, fax 601-432-6363.

**Mississippi Community College Libraries
Reciprocal Lending Agreement
For Virtual Community College Students**

Student Identification Form

Student _____

MSVCC Student ID Number _____

Current Mailing Address _____

2 Phone Numbers _____

Driver's License Number _____

On-Line Course _____

College Where Enrolled _____

Verified with SBCJC: _____

Lending Library _____

Materials Borrowed:

I understand that the college where I am enrolled will not release my transcript for the coursework taken until I return the materials to this library. I must also pay any fines and late fees associated with these materials.

Student's Signature

Date