

Borrowing and Consortium Loan Service (CLS) Policies

Adopted: June 17, 2004 Reviewed: June. 6, 2012

Policy Statement

The WRLC libraries extend the privileges of in-person borrowing to eligible faculty, students, and staff of WRLC member institutions. Eligibility for faculty, students, and staff is defined by the home institution within WRLC eligibility guidelines. Participants enrolled in institutes, workshops, and designated short sessions are not eligible.

The participating member libraries of the WRLC will respond to CLS (Consortium Loan Service) requests within 48 hours. Staffing will be provided to maintain this goal, whether internally through the institution, or through shared funds of the WRLC. All available CLS requested items will attempted to be delivered to the requesting patron within 2 business days via electronic delivery (when possible) or through the courier delivery service.

Contact your local library circulation desk for questions about policies you see here.

Patron Eligibility

In order to be eligible for borrowing at any of the WRLC member libraries, patrons must fit at least one of the following classifications:

Definition of "Faculty" for WRLC Borrowing Privileges

1. WRLC borrowing privileges will be extended to all regular faculty. Each institution is responsible for defining the categories of faculty to be included in its definition of "regular faculty."
2. Privileges will be granted to all faculty, otherwise eligible, for whom the main library constitutes the primary resource.
3. Faculty on leave may obtain borrowing privileges if otherwise eligible.
4. High-level administrators and professional library staff will be granted faculty borrowing privileges. This status is determined by the patron's home WRLC member library.
5. Eligibility for faculty at law and medical schools is established at each participating institution.

Definition of "Staff" for WRLC Borrowing Privileges

1. The borrowing eligibility of a staff member of a WRLC member institution will be determined by the patron's home WRLC member library.

Definition of "Student" for WRLC Borrowing Privileges

1. WRLC borrowing privileges will be extended to all currently enrolled undergraduate students.

2. WRLC borrowing privileges will be extended to all currently enrolled graduate students.
3. Eligibility for students enrolled in law and medical schools is established at each participating institution.

Patron Responsibilities

All patrons must have a valid ID from a WRLC member university in order to borrow or request materials.

- Patrons must verify citations on CLS requests are correct.
- Patrons will be promptly notified that material is available for pickup. Patrons are responsible for their correct email address in their [My Library Account](#) account.
- All material loaned among WRLC libraries will be charged directly to the patron upon retrieval.
- Patrons must retrieve material within 10 days, or the item(s) will be returned to the lending institution.
- A patron's failure to pay financial obligations will result in a suspension of borrowing privileges at all WRLC libraries.

Library Responsibilities

The eligible borrower's home institution library is responsible for securing the patron's contact and other necessary information in order to borrow at all WRLC participating libraries. Problems with a patron's library account must be reported to the patron's home institution.

The patron's home institution is responsible for ensuring the return of materials from any individual who becomes delinquent at a lending institution. If a patron is delinquent in the return of materials or payment of financial obligations, the home library will suspend all borrowing activity until those obligations have been met.

Overdue notices and/or bills will be sent to the borrower by the lending institution. All fine disputes will be directed to the lending institution.

The lending library will respond to a request within 48 hours, with a goal of a 24 hour response time. The CLS request status is available on your [My Library Account](#) account and by email notifications that will be sent to you as the request is processed.

The lending library will send circulating materials (or photocopies that fall within copyright restrictions) to the requesting patron's home library, unless another library is specified in the drop down menu of the request. Materials will be sent via electronic delivery (when possible) or through the courier delivery service.

Borrowing Guidelines

Eligible patrons may borrow general circulating materials from the central libraries, branches, and departmental libraries as designated by the Library Director or his/her designated representative at each participating institution. Other items may be lent according to the material eligibility guidelines of the lending institution. Materials may be returned to any participating WRLC library. Materials returned to any WRLC

library will be discharged and forwarded to the lending institution via the WRLC courier service. Any fines or other financial obligations associated with materials borrowed via the WRLC direct borrowing program must be paid. Payment for financial assessments can be made at any WRLC member library. Payments for replacement, lost, or damaged materials must be made directly at the lending institution.

Borrowing Privileges

There are no limits to the number of books and media faculty, students, or staff may check out from any WRLC member library, except for George Mason, where there is a maximum limit of 25 items charged out at any given time. Howard University is not loaning media at this time. Sanctions will be imposed on delinquent borrowers, including the suspension of borrowing privileges at all WRLC member libraries.

Loan period for books	
Faculty	Fixed due dates: 1/31, 5/31, 9/30 (due date dependent on when book is checked out)
Graduate Students	42 days
Undergraduate Students	28 days
Staff	28 days

General Circulating Book Information:	
Renewal limit	3 times
Grace period:	
Normal check out	3 days
Recalled books	0 days
Maximum item limit at:	
GM	25 items
AU, CU, GA, GT, GW, HU, MU, TR, UDC	No limit

Blocks to library account:	
Amount fines accrued is more than	\$25.00
Number of overdue recall book exceeds	1 item

Fines and Replacement information	
Overdue fine information for books not recalled:	
Daily fine per book (for books not recalled)	\$0.25 / day
Maximum overdue fine (for books not recalled)	\$10.00
Recall fine information:	
Daily recall fine amount	\$5.00 / day
Maximum recall fine	\$25.00
Lost book replacement information:	
Lost book replacement fee	\$80.00
Lost book processing fee	\$30.00
Lost book notice interval	39 days

Loan periods for media	Faculty – 5 days Graduate students - 5 days Undergraduate students and Staff - 5 days (Loan period begins when the item is checked out at the pick-up location.)
Media Renewal	Media items borrowed from a consortium library may not be renewed.
Overdue Fines	\$5 per day to a maximum of \$25 per media.
Replacement Fee	\$80.00 per item

Processing fee for replacements	\$30 per item
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Borrowing in person

Each patron shall present a current valid university photo ID from a member university in order to borrow eligible items at WRLC member libraries. The home institution is responsible for entering and/or updating the patron record in the Voyager and Millennium circulation systems.

Requesting Materials Through the Consortium Loan Service (CLS)

The request form used by the WRLC incorporates information for books, article citations, and media. If any of the information is incorrect on the request form, the request may not be processed.

Please review the accuracy of information on the request form for the following:

- the author/title on the request for a monograph matches those in the online catalog;
- the article citation is correct (journal titles, volume/issue, pages, etc.)
- the specific version of a film or piece of music. For instance, does the item have the correct subtitles? Is it in a format you can use?
- When will I receive requested material?

1. all available books and media will be sent through the courier the next business day;
2. providing the book and/or media is available at the first library, the patron should have the requested item within two days;
3. if a book request is filled by a 2nd or 3rd library, the turnaround time will be 3 - 5 days.

Policies on Consortium Loan Service (CLS) Requests

- Patrons may request materials owned by other WRLC libraries through their home institution's access to the Consortium Loan Service (CLS). Patrons are responsible for all transactions, including returns, renewals and overdue fines, upon receipt of WRLC materials.
- Patrons may request materials which are also held by their home institution, under the following circumstances:
 - Materials which are non-circulating or have a restricted loan
 - Materials that are checked out at the time of the request
 - Materials that cannot be found at the time of request (in this instance, the home institution must begin a search for its own copy if the item has not already been declared as missing or searching in the catalog system).
 - When the materials are located at a library on a different campus from the pickup location.
- The home or lending institution has the option of contacting a patron directly to clarify reasons for limitation if a request is denied.

Eligibility of Materials to be Delivered Through the CLS

The following items are available for loan:

- all "circulating" general collection material

The following items may be loaned at the discretion of the lending library:

- DVDs, CDs, video recordings, audio tapes, slides, etc.
- bound journals: photocopy individual articles (maximum of 50 pages); lend less heavily used journals if requested material is more than 50 pages or too tightly bound for photocopying.
- microfilm and microfiche: send print if less than 25 pages are requested; lend if more than 25 pages are needed.
- government documents: photocopies from current journals, loan documents that are considered circulating items.
- fragile materials
- musical scores
- computer software (accompanying a book)
- maps
- archives/manuscripts

The following items will not be loaned:

- reference materials (will send photocopies for page replacement or if short segments are needed)
- materials on course reserve
- materials designated "non-circulating"
- unbound journals (will send photocopies of requested articles <50 pages in length)
- archival theses and dissertations

Special Collections and Materials of Exceptional Value

1. Items identified by the lending institution as "special collections" or non-circulating will not be loaned. If the lending institution, however, chooses to loan such items, the lending institution will assume financial responsibility for lost items.
2. Items that circulate which are later determined to be of a special collections nature and are therefore irreplaceable will be processed as a regular circulating item and priced according to the established inter-institutional policy governing charges for direct-borrowing losses.
3. Items circulate with restrictions determined by the lending institution.

Renewals

General Renewal:

- Renewals of overdue items may be done through your [My Library Account](#) account as long as the total amount of fines does not exceed

\$25.00. Your library account will be blocked at \$25.00.

Returning Materials

Materials may be returned at any WRLC library. It is the patron's responsibility to ensure the timely return of materials. Failure to do so will result in overdue, recall and/or replacement charges.

Fines and Replacement Charges

- Overdue fines and replacement costs are added to the patron's library record.
- Overdue fines and replacement costs can be paid at any WRLC library

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