**Missouri Evergreen Circulation Policy**

***Definitions***

*Lending library:* Library that owns the item in question

*Borrowing library:* Library from which an item has been checked out

*Patron:* An individual who has a Missouri Evergreen patron account

*Home library:* Library associated with a patron’s account

*In good standing:* Fines and fees are not above the home library limits.

*Interlibrary Loan:* The act of requesting materials from another library.

***Introduction***

Member libraries retain the right to set circulation policies for their patrons and materials. It is, however, a condition of membership in the Missouri Evergreen Library Consortium that member libraries abide by the Missouri Evergreen Circulation Policy.

The fundamental cornerstone of the Missouri Evergreen Library Consortium is the ability of library patrons to see in the catalog and borrow library materials from all participating Missouri Evergreen Libraries.

Member libraries agree that Missouri Evergreen membership does not relieve libraries of the responsibility for purchasing the materials needed to meet the demands of local patrons.

The Missouri Evergreen Circulation Policy represents the decisions of the membership.

***SCOPE:***

Resource sharing is the purpose of the Missouri Evergreen Library Consortium. All items that circulate to patrons of the home library will be shared through Interlibrary Loan. The only exceptions are equipment such as telescopes and items that are fragile. It is understood that libraries own materials that are for use in-library only. Those items do not circulate to the home library’s patrons and they are not expected to leave the building for Interlibrary Loan.

***RESPONSIBILITY OF BORROWING LIBRARIES:***

The staff of each library will know how to request materials and will help patrons make requests.

The safety of borrowed materials is the responsibility of the borrowing library from the time the materials leave the lending library until the materials arrive back at the lending library.

The policies and procedures of the borrowing library apply to the borrowed item.

***Borrowing Privileges***

A patron must present a library card and/or identification each time they wish to borrow materials. Patrons not in good standing with their home library may not check out items owned by other libraries.

***Fines/Fees***

The policies of the borrowing library govern the amount and timing of any fines or fees associated with the transaction.

Payment for lost and damaged materials will be handled between the lending and borrowing libraries. It is the responsibility of the borrowing library to collect fines or fees from their patron.

It is the responsibility of the lending library to bill the borrowing library for lost and damaged materials.

***Material Loan Period***

The loan period of the borrowing library governs how long a patron may retain a loaned item.

Member libraries are responsible for the prompt return of loaned materials.

***Lost Items***

The price of the lost item and any outstanding fines and fees, plus a processing fee per item if applicable, will be assessed to the borrowing library.

Some Missouri Evergreen Libraries have contracted with third party vendors for collection services. If third party collection services are used, a fee for collection services may be added to the amount due.

***Recovering Lost Items and Refunding Payment***

The rules of the borrowing library govern the procedures for recovery of lost items and refunding of payments. Third party collection fees will not be refunded.

***Renewals***

The rules of the Borrowing Library govern renewal requests.

If an item is needed to fill a hold or if the renewal limit has been reached, it may not be renewed.

***Intra-Missouri Evergreen Lending***

Patrons are only allowed to borrow materials through established procedures; no in person borrowing at member libraries is implied.

***RESPONSIBILITY OF LENDING LIBRARIES:***

The decision to lend materials is at the discretion of the lending library. Each library is encouraged to generously interpret its own lending policy. All items that circulate to patrons of the home library will be shared with patrons of Missouri Evergreen member libraries.

The lending library will honor the policies of the borrowing library and not restrict loans to patrons based on criteria different from those applied by the borrowing library.

The lending library should process requests promptly. Conditions of the loan should be clearly stated. Materials should be packaged carefully and contain the Missouri Evergreen transit slip.

Requested materials should be delivered between libraries using the courier service supported by the Missouri State Library and subscribed to by the Missouri Evergreen Library Consortium.