Connacht Ulster Alliance/Athlone IT Library Cluster

Procedure: Reciprocal Borrowing

Definitions:

Home Library = Library where student is registered\staff member is employed

Host Library = Library where student\staff member wishes to borrow books

Application

1.   Stocks of **Reciprocal Borrowing Application Forms** will be held at each Library and will also be posted in pdf format on library websites.

2.   A student/staff wishing to apply to borrow books from another IoT Library should ask for an application form:

- At the Information Desk of the Home Library
- At the Information Desk of the Host Library

Processing

3.   If handed in:

- At the Home Library, details on the form will be verified by the Home Library and the form will be forwarded to the Host Library

- At the Host Library, staff will verify the student by contacting the Home Library.

A print copy of the verified form will always be filed in the Host Library.

4.   The Host Library will enter the student/staff on the Millennium System as a guest user. The student/staff ID Number from the student's home Institute will be used. The expiry date will be the normal end of year expiry date at the Host Institute:

- LYIT: September
- GMIT: September
- IT, Sligo: 31st August
- Athlone: (?)

Operation

5.   Loans allocations for guest users at Away libraries throughout the Connacht Ulster Alliance/Athlone Cluster will be:

- Two books per week
- Two renewals allowed
  - Collections
    - LYIT: Normal Loan
    - GMIT: Mgen, dvds, cds, audio books
    - IT, Sligo: Main Collection
    - Athlone

6.   Guest Users in an Away Library will be subject to the regulations of that library.

7. Borrowers are responsible for returning library material to the host library

8. Where borrowers have overdue library material on their account from the host library, the host library will inform the home library so that blocks may be put in place as appropriate.

9. When overdue library material is returned to the host library, the host library will inform the home library so that blocks may be removed as appropriate.