

Reciprocal Access

Overview

“Reciprocal access” is the means by which the library resources of all member libraries of a library system are made available to all constituents within the system area. These means may include some necessary and reasonable restrictions, approved by the library system board, as for example, by information passports, interlibrary loans, photocopy service, use on site and courtesy cards.

“Reciprocal borrowing” means the right of a person holding a valid library registration card from a full member public library, to borrow on site from all the other public libraries which are full members of the library systems without using interlibrary loan mechanisms.

Reciprocal borrowing and reciprocal access are not a replacement for, but a supplement to, resources provided to the patron by his or her home library.

Administration and Service

The System will

- coordinate the administration and evaluation of the reciprocal access program and the collection of statistics
- solicit and consider suggestions for improvement of the program
- promote the program throughout the service area
- provide encouragement, support and training to member libraries

Staff and Resources

The System will designate a reciprocal access coordinator to monitor and guide the reciprocal access program.

The System will develop an online manual detailing system reciprocal access procedure.

The reciprocal access policies and procedures will be reviewed every two years to maintain the best possible service and analyze statistics to assess the impact on system-wide library service.

Member Library Responsibility

Member public libraries agree to allow walk-in patrons with valid library cards from any other ILLINET public library to check out library materials under the same conditions that they circulate those materials to patrons in their library area.

Individual libraries are responsible for insuring that their staffs are aware of, and adhere to, the reciprocal access agreement.

Member libraries agree to accept materials belonging to other system libraries returned by walk-in patrons. The System procedures manual will detail responsibility for safe return of materials.

Member libraries should extend reciprocal borrowing privileges to borrowers in good standing at other member libraries whenever possible. The exception to this rule may be restriction of access for valid and reasonable reasons. In such cases, reciprocal access compatible with security policies of the parent institution shall be provided to the greatest possible extent.

LLSAP members need to follow the reciprocal agreements governing their LLSAP.

Non-Resident Program Participants

Member public libraries that elect to issue non-resident cards agree to recognize the non-resident cards issued by other member public libraries for reciprocal borrowing privileges.

Member public libraries must annually take formal board action on the library's non-resident policy and fee and inform the System of the result of the vote, the date of the board's vote, and the fee assessed. The non-resident fee must conform to Illinois Library Law as set forward in Chapter 75 and the Administrative Rules.