

RECIPROCAL AGREEMENT

Nebraska Library Association - College and University Section

I. Definition

Reciprocal borrowing is a policy whereby the faculty, staff and students of cooperating college and university libraries in Nebraska may, on site, borrow library materials at other, cooperating academic libraries.

In the following document, "home library" designates an institution whose users borrow materials from another, cooperating library. "Host library" refers to an institution lending materials to individuals visiting from other campuses.

II. Purpose

The purpose of the Reciprocal Borrowing Agreement is to provide the academic community with convenient access to circulating library materials, for teaching and research, as an alternative to interlibrary loan.

III. Scope

Library users eligible for reciprocal borrowing are those with valid faculty, staff, or student identification cards from a cooperating institution. "Valid" identification is defined by the host library.

This Agreement is intended to complement, not invalidate, reciprocal borrowing arrangements which may exist between varying types of cooperating institutions.

It is understood that users may approach another library directly, without necessarily being referred by their own institution. This is entirely appropriate under the terms of this agreement, provided that the home library complies with the responsibilities outlined below.

To the extent that it is necessary for the cooperating libraries to maintain records of delinquent borrowers, such records will be maintained in confidence and will not be available to persons other than those involved in the return of library materials or the assessment and collection of related charges.

IV. Responsibilities of Home Libraries

1. Each cooperating library should provide resources to support the ordinary teaching and research needs of their own user community. Home libraries must exhaust their own resources before referring their clientele to other academic collections.
2. The home library should assist in enforcing compliance with the conditions of the loan, as established by the host. All overdues, recalls, or fines issued by the host should be dealt with by the home institution using the same means used to enforce its own policies, provided that the home institution is given timely notice of a borrower's delinquent status. The home library is not responsible, however, for collecting fines or other charges its patron(s) may owe to another institution. Patrons must pay the host library directly.

3. Each library should inform its users of the purpose of the Reciprocal Borrowing Agreement, and of its policy of compliance with the host library's conditions, through whatever channels normally are used to convey library policy.
4. Referrals should be based, whenever possible, on prior knowledge of the host library's collection, as obtained from relevant bibliographic location sources, or directly from the host. This information should be relayed as completely and accurately as possible to users before they visit the host site.
5. Unless specifically forbidden by the host library, copying borrowed material is permitted provided that it does not violate copyright law and that no damage to the original material would result.
6. Borrowed materials should be returned directly to the host library by the borrowers, or through any other channels acceptable to the host. All material returned by mail should be addressed to the circulation department of the host library.

V. Responsibilities of Host Libraries

1. As far as possible, host libraries should require only a valid identification card to permit visiting faculty, staff, and students to charge out their materials. Hosts are encouraged to be as generous as possible in extending borrowing privileges to visitors.
2. Host libraries are encouraged to provide users visiting from other campuses with reference assistance, especially that which can only be provided on site, with due consideration to the interests of their primary clientele.
3. Each cooperating library should formulate a statement of policy to clarify details of this agreement, such as loan periods, hold and clearance procedures, etc. This statement should be made available to other participants in the Agreement upon request.

VI. Maintaining the Agreement

Each library is responsible for complying with the provisions of the Reciprocal Borrowing Agreement in good faith. Host libraries have the option of suspending reciprocal borrowing privileges to libraries that fail to comply with these provisions.

All records and correspondence of lasting significance that pertain to the Agreement are maintained by the Nebraska Library Association College and University Section.

Revisions to this document may be introduced at either the NLA College and University Section spring meeting or at the Section's fall business meeting, held during the NLA annual convention. Motion(s) may then be voted on by a quorum of the Section members present.

Rev. July 20, 1990; Reaffirmed with no changes February 1999 For questions regarding this document, contact the C&U Webmaster.

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UPDATED OCTOBER 2017

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Library	Group	Books	Periodicals	Theses/ Dissertations	Audio/ Video	Reserve Materials	Other Loan Materials	Reciprocal Loan Notes
Bryan College of Health Sciences Library http://www.library.bryanhealthcollege.edu Contact: Jan Rice, 402-481-3908 jan.rice@bryanhealth.org	Faculty	21 days		21 days		lib use only		Will photocopy articles, will not loan entire issues of journals. A visiting user will need to ask library staff for a computer login in order to use online resources.
	Undergrad	21 days		21 days		lib use only		
	Graduate	21 days		21 days		lib use only		
	Staff	21 days		21 days		lib use only		
Central Community College - Columbus http://www.cccneb.edu Contact: Dee Johnson, 402-562-1418 djohnson@cccneb.edu	Faculty	28 days	28 days	28 days	28 days	Other		Do not loan reserve materials
	Undergrad	28 days	28 days		28 days			
	Graduate	28 days	28 days	28 days	28 days			
	Staff	28 days	28 days	28 days	28 days			
Central Community College - Hastings http://www.cccneb.edu Contact: Sherrie Dux-Idemus, 402-461-2538 sidemus@cccneb.edu	Faculty	28 days	Other	28 days	28 days		Curriculum	Will photocopy articles - will not loan entire issues.
	Undergrad	28 days	Other		28 days		Materials /	
	Graduate	28 days	Other		28 days		Textbooks	
	Staff	28 days	Other		28 days			
Clarkson College http://www.clarksoncollege.edu/ Contact: Nicole Caskey, 402-552-3387 library@clarksoncollege.edu	Faculty	28 days						
	Undergrad	28 days						
	Graduate	28 days						
	Staff	28 days						
College of Saint Mary http://www.csm.edu/Academics/Library/ Contact: Sara R. Williams, 402-399-2467 swilliams@csm.edu	Faculty	28 days			7 days		Curriculum	
	Undergrad	14 days			7 days		Materials /	
	Graduate	14 days			7 days		Textbooks	
	Staff	28 days			7 days			
Creighton University - Reinert Alumni Library http://www.creighton.edu/reinert Contact: Debra Sturges, 402-280-4756 dsturges@creighton.edu	Faculty	28 days		28 days	14 days		Software, Gov	
	Undergrad	28 days		28 days	14 days		Docs,	
	Graduate	28 days		28 days	14 days		Curriculum	
	Staff						Materials /	
Creighton University Health Sciences Library http://www.hsl.creighton.edu Contact: John Mitchell, 402-280-4127 jmitchell@creighton.edu	Faculty							No loans.
	Undergrad							
	Graduate							
	Staff							

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Creighton University Klutznick Law Library http://law.creighton.edu/current-students/law-library Contact: Steve Williams, 402-280-2242 lawcirculation@creighton.edu	Faculty							No loans.
	Undergrad							
	Graduate							
Doane College http://www.doane.edu/library Contact: Tammy Roach, 402-826-8566 tammy.roach@doane.edu	Faculty	28 days		28 days	28 days		Software, Gov Docs, Curriculum Materials /	
	Undergrad	28 days		28 days	28 days			
	Graduate	28 days		28 days	28 days			
Grace University Greweck Library http://www.graceuniversity.edu/academics/librar yl/ Contact: Ben Brick, 402-449-2893 bbrick@graceu.edu	Staff	28 days		28 days	28 days			
	Undergrad	28 days			14 days			
	Graduate	28 days			14 days			
Kaplan University Contact: Elzbieta Ciborowski, 402-431-6156 eciborowski@kaplan.edu	Staff							Curriculum Materials / Textbooks
	Undergrad	28 days			7 days			
	Graduate	28 days			2 days			
Little Priest Tribal College Library http://library.littlepriest.edu/ Contact: Mary Austin, 402-878-3335 maustin@littlepriest.edu	Staff	28 days			7 days			
	Undergrad	28 days	7 days	7 days				
	Graduate	28 days	7 days					
McCook Community College http://mccc-verso.auto-graphics.com/mvc/ Contact: Tina Walker, 308-345-8127 walker.t@mccc.edu	Staff							
	Undergrad	28 days			21 days			
	Graduate	28 days			21 days			
Metropolitan Community College http://www.mccneb.edu/library Contact: Scott Mahoney, 402-289-1324 smahoney@mccneb.edu	Staff	28 days			21 days			Audio Video loan periods vary.
	Undergrad	28 days	14 days		Other			
	Graduate	28 days	14 days		Other			

Library	Group	Books	Periodicals	Theses/ Dissertations	Audio/ Video	Reserve Materials	Other Loan Materials	Reciprocal Loan Notes
Nebraska Indian Community College/Santee Nation Library http://www.thenicc.edu Contact: Wanda Henke, 402-494-2311 opt 2, ext 2577 wHenke@thenicc.edu	Faculty	7 days	7 days	7 days	7 days	7 days		
	Undergrad	7 days	7 days	7 days		7 days		
	Graduate							
	Staff	7 days	7 days	7 days	7 days	7 days		
Nebraska Methodist College http://www.methodistcollege.edu/student-life/campus-life/john-moritz-library Contact: Tem Adair, 402-354-7248 tem.adair@methodistcollege.edu	Faculty	14 days	14 days					Faculty loans subject to recall.
	Undergrad							
	Graduate							
	Staff							
Nebraska Wesleyan University http://www.nebrwesleyan.edu/cochrane-woods-library Contact: Margaret Emons, 402-465-2405 memons@nebrwesleyan.edu	Faculty	21 days	Other	Other	7 days	Other	Curriculum Materials / Textbooks	Periodical copying only. Most Thesis/Diss. do not circulate. Most Reserve items are 2-3 hours.
	Undergrad	21 days	Other	Other	7 days	Other		
	Graduate	21 days	7 days	Other	7 days	Other		
	Staff	21 days	7 days	Other	7 days	Other		
North Platte Community College http://mccc-verso.auto-graphics.com/mvc/ Contact: Tina Walker, 308-345-8127 walker_t@mccc.edu	Faculty	28 days			21 days			
	Undergrad	28 days			21 days			
	Graduate	28 days			21 days			
	Staff	28 days			21 days			
Northeast Community College http://www.northeast.edu/Library/Resources/ Contact: Peg Bierhaus, 402-844-7129 peggy@northeast.edu	Faculty	21 days	1 day		7 days			Must present valid government ID and fill out registration form.
	Undergrad	21 days			7 days			
	Graduate	21 days			7 days			
	Staff	21 days			7 days			
Our Lady of Guadalupe Contact: Sister Stephen Larson	Faculty							No loans.
	Undergrad							
	Graduate							
	Staff							

Library	Group	Books	Periodicals	Theses/ Dissertations	Audio/ Video	Reserve Materials	Other Loan Materials	Reciprocal Loan Notes
Peru State College Library http://www.peru.edu/library/ Contact: Veronica McAsey, 402-872-2311 library@peru.edu	Faculty	14 days			14 days		Software, Curriculum Materials/	
	Undergrad	14 days			14 days			
	Graduate	14 days			14 days		Textbooks, Micro formats	
	Staff	14 days			14 days			
Southeast Community College Lincoln Campus https://www.southeast.edu/LibraryResourceCenters/ Contact: Jo Shimmmin, 402-437-2586 jshimmmin@southeast.edu	Faculty	Other						Faculty, Graduate, and Staff book loan is 45 days in most cases.
	Undergrad	14 days						
	Graduate	Other						
	Staff	Other						
Southeast Community College Milford Campus https://www.southeast.edu/LibraryResourceCenters/ Contact: Janalee Petsch, 402-761-8356 jpetsch@southeast.edu	Faculty	14 days			7 days			
	Undergrad	14 days						
	Graduate	14 days						
	Staff	14 days			7 days			
St. Gregory the Great Seminary Contact: Dr. Terrence Nollen, 402-643-4052 tnollen@catholic.org	Faculty	28 days	14 days					All borrowing coordinated thru Dr. Terrence Nollen.
	Undergrad	21 days						
	Graduate	28 days						
	Staff	21 days						
Union College http://www.uccollege.edu/library Contact: Jeannette Wetmore, 402-486-2514 jewetmor@uccollege.edu	Faculty	28 days			Other			
	Undergrad	28 days			28 days			
	Graduate	28 days			28 days			
	Staff	28 days			28 days			
University of Nebraska at Kearney - C.T. Ryan Library http://library.unk.edu Contact: Dee Urwiler, 308-865-8597 goederstd@unk.edu	Faculty	28 days		28 days	28 days			
	Undergrad	28 days		28 days	28 days			
	Graduate	28 days		28 days	28 days			
	Staff	28 days		28 days	28 days			

Library	Group	Books	Periodicals	Theses/ Dissertations	Audio/ Video	Reserve Materials	Other Loan Materials	Reciprocal Loan Notes
University of Nebraska at Omaha http://library.unomaha.edu Contacts: Robert L. Smith / Todd Anderson 402-554-3206	Faculty	28 days	2 days	28 days	7 days	7 days	Gov Docs	
	Undergrad	28 days		28 days	7 days	7 days		
	Graduate	28 days		28 days	7 days	7 days		
	Staff	28 days		28 days	7 days	7 days		
University of Nebraska Medical Center - McGoogan Library of Medicine http://www.unmc.edu/library Contact: Rod Cope, 402-559-7086 rcode@unmc.edu	Faculty	14 days		14 days				Faculty limit set at up to 10 books.
	Undergrad							
	Graduate							
	Staff							
Vatterott College - Omaha Contact: Lynda Muller, 402-891-9411 x126 lynda.muller@vatterott.edu	Faculty	14 days			7 days			
	Undergrad	14 days						
	Graduate	7 days						
	Staff							
Wayne State College - Conn Library http://academic.wsc.edu/conn_library/ Contact: Evan Swan, 402-375-7161 evswan@wsc.edu	Faculty	28 days	28 days	28 days	28 days		Micro formats	1 renewal allowed.
	Undergrad	28 days	28 days	28 days	28 days			
	Graduate	28 days	28 days	28 days	28 days			
	Staff	28 days	28 days	28 days	28 days			
Western Nebraska Community College http://libguides.wncc.edu/library Contact: Merrillene Wood, 308-635-6133 woodm234@wncc.edu	Faculty	28 days						
	Undergrad	28 days						
	Graduate	28 days						
	Staff	28 days						
York College - Levitt Library http://www.york.edu/levittlibrary/ Contact: Ruth Carlock, 402-363-5703 rncarlock@york.edu	Faculty	Other	Other		Other		Undergrads - Curriculum	Check out is for 5 weeks.
	Undergrad	Other	Other		Other			
	Graduate	Other	Other		Other		Materials /	
	Staff	Other	Other		Other		Textbooks	