

**Memorandum of Understanding
Reciprocal Borrowing Program**

University of Saskatchewan, University of Regina, and
Saskatchewan Polytechnic

Purpose

The libraries at the University of Saskatchewan (UofS), University of Regina (UofR), and Saskatchewan Polytechnic (SP) have agreed to a reciprocal borrowing program for current faculty, staff, and students, which allows:

- In-person borrowing of library resources at any participating library (to a maximum of 25 items) 0 Items in Reserves, laptops and electronic devices are excluded.
- The ability to return borrowed items to any participating library; the receiving library is responsible for returning the items to the lending library.

Eligibility

To participate in this program, faculty, staff, and students must be in good standing at their home institution library, i.e. no outstanding charges. Faculty, staff, and students at other Saskatchewan postsecondary institutions are also eligible if, under pre-existing or future agreements with either the UofR, UofS, or SP. they have library borrowing privileges at one of those institutions.

Protection of Personal Information

The sharing of personal information between the parties shall be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. Each party agrees to treat confidentially any personal information given to it by another party and at no time disclose or convey such information to any other person, organization or corporation except to its duly authorized agents and representatives. Furthermore, each party agrees to institute and maintain appropriate physical and technological safeguards to prevent disclosure or inappropriate use of the personal information, as well as use the personal information solely for its intended purposes

Responsibility for Loss or Damage

The client's home library is responsible for borrowed materials from the time they leave the lending library until they have been returned to and received by the lending library. If damage or loss occurs, the client's home library is responsible for compensation or replacement, in accordance with the preference of the lending library. In these cases, each library will follow local practices to apply the amount of the loss to their client's account.

Annual Review

The parties will review this agreement and its operations every three years.

Duration

This agreement is valid until the support of any party to it is withdrawn with 90 days notice.

Reciprocal Borrowing Program Operational Procedures

Issuing cards

1. The visiting faculty, staff, or student must present a current library card from their home institution library
2. Library staff will contact the home institution library to ensure that the client is in good standing
3. The library issues a community card to the visiting client, following regular library procedures, with these particulars:
 - a. In the appropriate section of the record, record the client's home institution to enable reporting
 - b. Waiving any of the fees normally charged for a community card
 - c. Entering an expiry date no greater than one year from the issue date; however, if the home institution notes an earlier expiry date, use the earlier expiry date
4. Inform the client:
 - a. That he/she can borrow a maximum of 25 items
 - b. That items can be returned at his/her home library; items are considered 'checked in' as of the date they are returned to any of the libraries participating in this program
 - c. That he/she is responsible for any fines and/or penalties incurred due to loss, damage, or late return of items
 - d. That licensing agreements do not allow the provision of remote access to the library's electronic resources

Returned items

1. When an item is returned which belongs to a library participating in this program, staff will note the return location and date on a return slip (master copy attached) and include this with the book.
2. Items will move between libraries using Canada Post.
3. Upon receipt of an item by the lending library, the lending library will back-date the 'check-in' to the date noted on the return slip.

Lost/damaged items

1. Following receipt of an invoice from the lending library, the client's home library pays the lending library for the lost/damaged item.
2. The home library then follows their own internal procedures for recouping the expense from their client.