

## Reciprocal Borrower Policy

Egan Library extends 'reciprocal borrowing privileges' to patrons from libraries that belong to the Alaska Libraries Reciprocal Borrowing (ALRB) program. Details about the program and a current list of participating libraries are available at <http://www.library.state.ak.us/recipborrow/home.html>

Note: Students, staff and faculty from University of Alaska campuses are covered under a separate borrowing policy, even though their home campus libraries are members of the ALRB program.

### **Borrower responsibilities:**

1) Register for reciprocal borrowing privileges at Egan Library in order to receive a Capital City Libraries (CCL) card, and present the CCL card when checking out materials from Egan Library.

2) Abide by the circulation policies of Egan Library which are published at <http://www.uas.alaska.edu/library/services/index.html> . In part, those are to:

i) Assume responsibility for return of materials borrowed from Egan Library in a timely way.

ii) Understand that lost or damaged materials have standard replacement costs (listed at the website above) which include a nonrefundable processing fee.

ii) Either return materials directly to Egan Library, or, if desired, return materials to your home library with sufficient time before the due date to allow postal delivery to Egan Library.

3) For the purposes of maintaining a current address on file and collecting materials and/or fees for lost or damaged materials, receipt of a CCL card signifies the cardholder's permission for Egan Library to share the following information with the reciprocal partner library: CCL card number; home library card number; picture ID number; name, address, phone number; library catalog records for the items checked out; associated fees for lost/damaged materials.

### **Borrower privileges:**

- Check out limit 5 items using your CCL card.
- Renew items once; please renew materials before the due date by phone (1-907-796-6300 or 1-877-796-6502), walk-in, or e-mail to [egan.circulation@uas.alaska.edu](mailto:egan.circulation@uas.alaska.edu) .
- Laptops and items on reserve are not included among materials available for borrowing.

Note: Egan Library does not offer reciprocal borrowers fulfillment of interlibrary loan requests. Please make interlibrary loan (ILL) requests through your local library.

### **Procedures for obtaining a CCL card**

- Take a photo ID, permanent address, and valid library card from the participating library to the Egan Library Circulation desk.
- Register for a CCL library card and obtain a copy of this document which outlines borrower responsibilities and privileges. Receipt of the card is deemed acknowledgment of the cardholder's compliance with the terms outlined in this document.
- For this ALRB program, CCL cards are only issued to individuals (not corporations, families, or groups) and may not be used by another individual.