

**Memorandum of Understanding
for
Reciprocal Borrowing Privileges (G-Share Program)**

Between

**The University of Guam
Robert F. Kennedy Memorial Library**

And

The Guam Community College Library

I. Definitions

- a. Reciprocal borrowing is a policy whereby the students, faculty, and staff of cooperating institutions may, on site, borrow materials from another institution's library.
- b. "Home library" designates the institution whose users borrow materials from another cooperating library.
- c. "Host library" refers to the institution lending materials to individuals visiting from other campuses.
- d. G-Share is the name of this reciprocal borrowing program.

II. Purpose

The purpose of this agreement is to provide the academic communities of UOG and GCC with convenient access to each institution's library's information resources to enhance access to relevant academic information to further academic success, research, and teaching.

III. Scope

- a. Library users eligible for reciprocal borrowing are those with valid student, faculty, or staff identification cards from their current respective institution. "Valid" identification is defined by the host library.
- b. This agreement is intended to complement, not invalidate or alter, any other arrangements between UOG and GCC.

- c. It is understood that users may approach a host library directly, without necessarily being referred by their own institution. This is entirely appropriate under the terms of the agreement, provided that the home library complies with the responsibilities outlined below.
- d. 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 materials.
- e. All aspects of the Family Educational Rights and Privacy Act (FERPA) will be maintained with integrity.
- f. Home libraries will bear ultimate responsibility for fees incurred by users.
- g. Interlibrary loan services are not part of this agreement (interlibrary loans are from institution to institution, whereas reciprocal borrowing is from host library to patron).
- h. One year after this agreement begins, both UOG and GCC will revisit and reconsider the program and the agreement.

IV. Responsibilities of Home Libraries

- a. The home library should provide resources to support the ordinary teaching and research needs of their own user community and should exhaust their own resources before recommending their users to other academic collections.
- b. The home library should assist in enforcing compliance with the conditions of the loan, as established by the host. All overdue items, 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. Patrons must pay directly to the host institution.
- c. Each library should inform its users of the purpose of the reciprocal borrowing agreement and its policy of compliance with the host library's conditions.
- d. 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.
- e. Borrowed materials must be returned directly to the host library.

V. Responsibilities of Host Libraries

- a. Host libraries should require only a current and valid identification card and completed application to permit visiting student, faculty, and staff to borrow their materials. Hosts are encouraged to reasonably facilitate the borrowing of materials in the spirit of this agreement.
- b. Host library circulation policies will govern the program. However, no more than three (3) items can be borrowed at a time.
- c. Host library fine and fee structures will govern the program.
- d. Host library electronic resource licensing agreements will govern the program.

VI. Maintaining the Agreement

- a. 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.
- b. Revisions to this document must be agreed upon by both UOG and GCC.

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Recommended by:



10/12/16

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Date

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10/13/16

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OCT 19 2016

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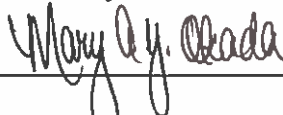
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