

## Passport Agreement

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### **AGREEMENT FOR PROGRAM OF RECIPROCAL BORROWING PRIVILEGES FOR FACULTY, EMERITUS FACULTY, STUDENTS AND STAFF OF THE INSTITUTIONS OF NEW MEXICO CONSORTIUM OF ACADEMIC LIBRARIES**

#### **THE AGREEMENT**

The libraries of the New Mexico Consortium of Academic Libraries (NMCAL), have adopted a common goal to promote and facilitate scholarly research and communication among their faculty, staff, and students. To realize this goal, NMCAL libraries will extend borrowing privileges to faculty, emeritus faculty, staff, and students so that they may have direct personal access to scholarly materials not available on their home campus. The following covenants are intended to accomplish this goal.

NOTE: Several points should be emphasized before the covenants of this agreement are set forth:

- The covenants are intended to facilitate ways in which to contact and communicate with other libraries regarding the status of prospective borrowers and resolving problems with those borrowers. Each library has the right to set its own policies and procedures regarding services provided to prospective borrowers. The mechanics of providing these services will be determined by each library according to its work flow, staffing, resources, and technological capabilities.
- The covenants are intended to be minimums. Any NMCAL institution is free to extend or expand the privileges it wishes to offer, but it should not do so in the expectation that other institutions will do likewise.
- This agreement is not intended to supplant other agreements between or among institutions, nor is it intended to be the only agreement of its kind between institutions of like interest and common concern.
- This agreement should in no way be interpreted as conferring rights on any borrower. The agreement is for privileges that may be revoked at any time by the borrower's home institution or withheld for cause by the lending institution.

#### **I. SCOPE**

The libraries to which this agreement applies are all NMCAL- member libraries that do not "opt out" of participating. Participation of NMCAL-member libraries is assumed until a library officially "opts out" of participating. NMCAL-member libraries not wishing to participate in the Passport Program should contact the chair of the Resource Sharing Committee.

## **II. PROGRAM OVERSIGHT AND COORDINATION**

Oversight and coordination of the program falls under the purview of the NMCAL Resource Sharing Committee. The chair of the Resource Sharing Committee will serve as the designated contact person for all matters regarding the program, including but not limited to opting in/out of the program, submitting liaison information/updates for the website, and submitting program updates for the website.

## **III. PRIVILEGES**

Faculty, emeritus faculty, students, and staff members may, with proper identification, use the collections of participating libraries, which own the materials on the premises or take them to their home campus.

## **IV. RESPONSIBILITIES OF BORROWER** The borrower agrees to:

- A. when possible, initiate the process by presenting identification to the home library to verify that his/her status is "in good standing"; have home library contact the liaison at the lending library of borrower's plans to borrow materials. A borrower may visit another library without initiating the process at the home library; however, at the discretion of the lending library, passport privileges may not commence until the borrower's status has been confirmed with the home library. The confirmation process could be delayed depending on the availability of program liaisons and library service hours.
- B. at the lending library, present an institutional ID.
- C. provide any additional contact information required by the lending library, and sign any and all documents required by the lending library with respect to borrower's privileges and responsibilities.
- D. observe the policies and regulations of the lending library, and understand that all library services may not necessarily be available to the Passport Program borrower (e.g. computer use, interlibrary loan, etc).
- E. understand that the number of items allowed for checkout to Passport Program borrowers is determined by the respective lending library.
- F. return materials in person or by mail within the loan period prescribed by the lending library.
- G. return materials immediately, by priority mail, when recalled by the lending library.

- H. pay fines or other charges incurred as the result of late return, damage, or loss of materials.
- I. recognize that abuses of borrowing privileges will lead to loss of such privileges.

## **V. RESPONSIBILITIES OF PARTICIPATING LIBRARIES**

The NMCAL participating libraries' responsibilities include:

- A. appointing at least one staff member as liaison for the reciprocal-borrowing program. The name(s) of the liaison(s) and contact information (email address and telephone number) will be posted on the NMCAL Passport Program web page. Liaison changes should be submitted to the chair of the Resource Sharing Committee to be updated on the NMCAL Passport Program web page.
- B. posting hours of operation and all policies/agreements/documents for their own library pertaining to Passport Program borrowers on the NMCAL Passport Program web page.
- C. participating libraries will check the status of a borrower to ensure s/he is in "good standing." Library liaisons will communicate and verify a borrower's status by whatever means is most appropriate at the time (email, email w/ attachments, telephone, fax, etc.), according to the technological capabilities, staffing, and service hours of the two libraries in question.
- D. both lending library and home library will employ all available and appropriate means to recover material or charges for lost items from the borrower. To protect themselves, libraries have the right to limit the number of books that may be checked out by Passport Program borrowers covered under this agreement.
- E. should a patron fail to return items or pay charges, the home library will assist the lending library by contacting the borrower and placing library and/or institutional holds on borrower's record until items are returned or replacement cost is paid. If all recovery efforts fail, the lending library must be willing to accept some losses.

## **VI. OPTIONAL PRACTICES OF PARTICIPATING LIBRARIES**

At their own discretion, participating libraries may:

- A. create a list of Borrower's Responsibilities/Terms of Agreement appropriate for their library and issue them to each borrower
- B. request other appropriate information (address, email address, phone number, etc.) from the borrower not initially provided by the home library

- C. require borrowers to sign documents deemed necessary by the respective library
- D. set a firm expiration date for the borrower's passport for that semester.

## **VII. IDENTIFICATION OF ELIGIBLE BORROWERS**

Identification of borrowers eligible for privileges under this agreement will be a valid institutional photo ID.

## **VIII. LIAISONS AND PROBLEM RESOLUTION**

Duties of the liaison(s) include:

- A. administrating the program at the home library.
- B. communicating with liaisons at other libraries to verify the status of prospective borrowers and to resolve problems concerning delinquent borrowers.
- C. ensuring that names of liaisons and contact information are available for all participating libraries via the web.
- D. ensuring that policy statements for their library are available for all participating libraries via the web.
- E. keeping statistics on Passport Program usage and share overall statistics with Passport liaisons and NMCAL directors at least annually.

## **IX. REVIEW AND ASSESSMENT**

As needed, NMCAL directors will discuss the program and recommend revisions to program policies and procedures.