

JOINT BORROWER'S CARD FOR FACULTY MEMBERS OF FULL CAEC MEMBER LIBRARIES

Library Director's Committee

Policies and Procedures

- I. This CAEC cooperative program permits use of the library of any institution which is a full CAEC member by faculty of other full member CAEC institutions for the purpose of supplementing the resources of his/her own library. It is expected that each library will meet the normal demands of its faculty. This program is regarding borrowing privileges only; reference or other services are not included.
- II. Bibliographical and reference work, whenever possible, should be done by the faculty member in his/her own institution's library before going to another.
- III. Faculty of full member CAEC institutions may be issued a **Joint Borrower's Card** to use the resources of and to check-out circulating materials from other full members' libraries under the following regulations:
 1. A **Joint Borrower's Card**, issued by the designated librarian (s) of the institutions in which the person is employed, and a valid college or university identification card will be required at all times.
 2. **Joint Borrower's Card** will be issued to faculty members, upon their request, for the academic year (nine months) only. Temporary faculty employed on a term-to-term or similar basis will be issued a Joint's Borrower's Card to expire at the end of the term of their appointment. A new card must be requested for the summer months.
 3. Faculty members are not entitled to special privileges or extended loan periods at other institutions.
 4. The individual must assume responsibility for the safe and timely return of all materials borrowed. Materials returned late will be subject to appropriate fines of the lending institution's library. If, after

a reasonable time, overdue material is not returned, the lending library will notify the library director of the borrower's institution indicating the books loaned, the date due, and the identification data of the borrower. Upon receipt of such notice, the borrower's library will pursue appropriate measures to ensure return of or payment for the overdue materials.

If at the end of the fiscal year the book(s) has neither been returned nor paid for, the lending library will bill the issuing library for the cost of the book(s) plus processing fee, if applicable. The issuing library will reimburse the lending library for these charges.

5. The borrower must return all materials directly to the lending library. The borrower's library will not be responsible for returning material to the lending library by mail.
6. Each library reserves the right to establish its own rules and regulations governing the use and circulation of materials and may limit the number of volumes or restrict the use of materials whenever necessary. Each borrower shall be responsible for learning and observing the rules and regulations of the library he/she uses. Each lending or issuing library reserves the right to cancel a faculty member's **Joint Borrower's Card** for due cause.
7. This policy will be reviewed every two years.

4/28/88: Draft

6/8/88: Revised Draft

6/15/88: Adopted

4/3/97: Revision Adopted

List of CAE full members:

Belmont Abbey College, Cabarrus College of Health Sciences, Carolinas College of Health Sciences, Catawba College, Catawba Valley Community College, Central Piedmont Community College, Cleveland Community College, Davidson College, Gardner-Webb University, Gordon-Conwell Theological Seminary, Johnson C. Smith University, Lenoir-Rhyne College, Livingstone College, Mitchell Community College, Pfeiffer University, Queens University of Charlotte, South Piedmont Community College, Stanly Community College, University of North Carolina at Charlotte, University of South Carolina at Lancaster, Wingate University, Winthrop University, York Technical College