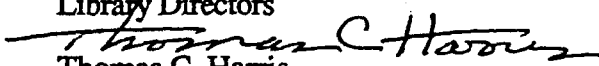


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Code: AA/LA 92-03

Date: January 14, 1992

To: Library Directors

From: 
Thomas C. Harris
Director
Library Affairs

Subject: Intercampus Borrowing and Collection of Fees

It has come to our attention that there may be some confusion among CSU interlibrary staff regarding collection of fees. To clarify current policy in this area we are reissuing the systemwide agreement on intercampus borrowing. The agreement was originally implemented in 1975, with revisions approved by library directors in 1985.

An important intent of the systemwide agreement is to avoid the transfer of funds between libraries for lost, damaged or overdue materials. The language in section VIII has been clarified to reflect that intent. Fees for lost or damaged material, while computed by the library which owns the material, are collected and retained by the borrowing patron's library. Late fees are both computed and retained by the patron's library.

Questions concerning the attached borrowing agreement may be directed to Dr. Gordon Smith at (310) 985-9594

TCH:yb

Attachment

Distribution:

Presidents

Vice Presidents, Academic Affairs

Media Center Directors

Information Resources Management Program Designees

Chancellor's Office Staff

With Attachment

With Attachment

Without Attachment

Without Attachment

Without Attachment

LA 92-03

CSU SYSTEMWIDE AGREEMENT ON BORROWING

- I. Libraries of The California State University will provide direct service, including in-person borrowing of unrestricted and available library materials, to any eligible and properly identified member of the CSU community.

Scope: The intent of this policy is to establish reciprocal borrowing privileges for members of all CSU campuses. The policy relates to personal mutual use of library facilities and services, over and apart from policies related to interlibrary borrowing.

- II. A member of the CSU community is defined to include all persons holding a valid campus service (I.D.) card from their home campus, namely:
- a. faculty, full or part-time;
 - b. registered students, undergraduate or graduate, full or part-time;
 - c. staff members;
 - d. summer session, extension or external degree program students;
 - e. other library patrons as determined by the lending library.

- III. The borrower is subject to such rules and regulations as are established by the lending campus for its own community, including those rules which govern access to and the availability of library materials, loan periods, recalls, renewals, and late fees. Faculty borrowers are subject to the rules and regulations established by the lending library for its student borrowers.

Scope: The intent of this section is to ensure that borrowers from another campus adhere to the same rules as are applied to local users. In the case of faculty borrowers from another campus, the normal circulation period usually applied to student borrowers will provide approximately the same length of use of materials the faculty member would obtain via interlibrary loan procedures.

- IV. The borrower is encouraged to return materials to the library from which they were borrowed; however, materials may be returned to any CSU campus library prior to the date due.

- V. The lending library will send overdue and recall notices directly to the borrower; should there be no response, the lending library will notify the borrower's home campus library. The home library will intercede on behalf of the lending library. The home library has ultimate responsibility for the return of tardy materials and for collection of fees and lost item charges.* In conformity with CSU policy on interlibrary loans, there will be no transfer of funds between campuses.

Scope: The intent here is to avoid transfer of funds among the campuses on the basis that the burden will very likely even out over a period of time. Thus, should the home library be successful in collection of fees and lost item charges, the funds would remain with the home library rather than be transferred to the lending library.

- VI. Replacement costs for library materials will be determined by the lending library in accordance with existing policies. The lending library will necessarily have to notify the home library of the amount to be collected.
- VII. Borrowing privileges may be withdrawn from any user given evidence of abuse.
- VIII. For items borrowed through interlibrary loan, the borrower's home campus library shall apply its own fee structure and policies to ensure return of the materials charged out from the ILL desk. Fees for damaged or lost items shall be computed by the lending library and collected and retained by the home campus library.

*The schedule of fees shall be applied as prescribed in the SUAM, Appendix BA 3901-BPA

1/17/75
revised 1/23/86
revised 1/13/92

LA 92-03