

## **CIC Reciprocal Borrowing Agreement – Faculty December 3, 2004**

**The Program:** The CIC member institutions (flagship campuses) have agreed to offer faculty at other CIC institutions the opportunity for both in-house use and in-person borrowing privileges. These institutions are:

University of Chicago  
University of Illinois-Chicago  
University of Illinois – Urbana/Champaign  
Indiana University  
University of Iowa  
University of Michigan  
Michigan State University  
University of Minnesota  
Northwestern University  
Ohio State University  
Pennsylvania State University  
Purdue University  
University of Wisconsin-Madison

**Eligibility:** Currently employed faculty at the member institutions, who are willing to travel to another participating university are eligible for borrowing privileges.

**Identification:** Identification of faculty eligible for these privileges will be based on a CIC printed faculty I.D. card available at each university library and signed by the Director of the Libraries at the home university.

**Liaison:** Each institution may choose to designate one person (such as the Head of the Circulation Department) to serve as the CIC liaison person. This individual could serve as the initial contact for traveling faculty who wish loan privileges.

**Materials available for loan:** At the time the library card is issued to the traveling faculty member, he/she will be given a summary of loan policies and privileges, including the loan period, types of materials that may or may not be borrowed, and a list of special non-circulating collection or libraries.

**Loan period:** Each institution will determine its own loan period and policy regarding renewals for traveling faculty. If feasible, the loan period should be the same as the loan period for their own faculty. The return of borrowed materials and any overdue fines, replacement bills, and

other charges are the responsibility of the faculty member who borrowed them. He/she should factor in whatever shipping time may be required for items to be returned and checked in on the date they are due.

**Recalls:** Recall of loaned materials may follow local policy. Faculty members are expected to respond promptly by returning the recalled item to the lending library by the recall due date.

**Penalties:** Borrowing from a sister institution is a privilege and not a right. Failure to comply with loan policies of the lending institution should result in a penalty appropriate to the non-compliance and generally in accord with the policy for the faculty of that institution.

**Problems:** Problems of either an individual nature or broader in scope should be resolved between the CIC Directors or with the CIC Director of Libraries Group. It is expected that the Director of Libraries whose faculty member has not complied with the rules would make every effort to assist in resolving any problems.

**Review:** Member libraries will, to the extent possible, maintain statistics on the number of borrower cards issued to faculty.