

CIC Reciprocal Borrowing Agreement – Graduate and Post-Baccalaureate Professional Students December 3, 2004

The Program: The following CIC member institutions (flagship campuses) have agreed to offer graduate and post-baccalaureate professional students at other participating CIC institutions the opportunity for both in-house use and in-person borrowing privileges:

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

The three CIC member institutions in the Chicago area (University of Illinois-Chicago, Northwestern University and the University of Chicago) participate in this program on a more restricted basis. These three university libraries limit each other's graduate and post-baccalaureate professional students to in-house use of their collections. The University of Illinois-Chicago permits in-person borrowing privileges by students from the CIC institutions outside of the Chicago area in accordance with the policies in this agreement. Similarly, graduate and post-baccalaureate professional students from the University of Illinois-Chicago have in-person borrowing privileges at the CIC member institutions outside of the Chicago area. Northwestern University and the University of Chicago limit all students from any of the CIC member institutions to in-house use of collections. Students who wish to secure permission for in-house use the collections at Northwestern University or the University of Chicago should have a letter of introduction from the Library Director or from a faculty advisor at their home institution and be advised to check ahead with the appropriate library regarding how to secure these privileges.

Eligibility: Currently enrolled graduate and post-baccalaureate professional students at these member institutions, who are willing to travel to another participating university, are eligible for borrowing privileges. To be eligible for these privileges, students should be in current good standing at their home institution library.

Identification: Identification of students eligible for these privileges will be based on a CIC printed graduate student I.D. card available at each university library and signed by the Director of the Libraries at the home university. The CIC card will be valid for one term (e.g. semester, quarter, or summer session).

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 visiting students who wish loan privileges.

Materials available for loan: At the time the traveling student's borrower's card or visiting I.D. card is issued, 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 collections or libraries.

Loan period: Each institution will determine its own loan period for CIC graduate and post-baccalaureate professional students. If feasible, the loan period should be the same as the loan period for their own graduate students. The return of borrowed materials is the responsibility of the student 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 will follow local policy. Borrowers are expected to respond promptly by returning the recalled item to the lending library by the recall 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 graduate students 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 student 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 graduate and post-baccalaureate professional students.