

## **Joyner Library Procedure Manual**

**300.10.12**

**Subject:** Reciprocal Agreements

**Title:** Cooperative Agreements

**Operational Procedure - Date Adopted by the Library Services Faculty:** April 5, 2005

**Administrative Procedure - Date Issued by Administration:**

**Director:**

**Date Revised:**

### **Cooperative Agreement between**

[insert institution and institution's library name]

#### **East Carolina University J.Y. Joyner Library**

- We, the undersigned, endorse the purposes of this cooperative relationship to ensure the mutual access of the faculty, staff and students of our educational institutions to the resources of our respective libraries.
- All users of resources and services of these libraries will agree to abide by the policies and procedures of the library being used.
- Borrowers' cards will be provided free of charge to currently registered students and currently employed faculty and staff of the educational institutions. Cards will be valid for a period of one academic semester. To obtain a borrower's card at the guest library, a patron must provide photo identification and verification issued by the home institution of current enrollment/employment status.
- Participating educational institutions will mutually agree to block their patrons' records due to damaged, lost, or overdue library materials when requested by the cooperating library.
- The directors/directors' designees of the libraries will communicate periodically to exchange ideas and information and to discuss issues of mutual concern.
- Each library will be responsible for evaluating regularly the effectiveness of this agreement and the resources and services provided.

- Any library, upon the approval by the appropriate administrators of the libraries involved, may make amendments to this procedure.
- This procedure will become effective on the date that this document is signed by the appropriate representatives of the libraries.
- Any library may terminate the agreement with a reciprocal library, with prior written notice to the libraries involved.

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Title

Title

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Date

Date

East Carolina University  
J. Y. Joyner Library

Institution  
Library Name  
02/16/05