



Fort Valley State University

A State and Land Grant
University System of Georgia

**HUNT
LIBRARY**

1005 State University Drive Fort Valley, Georgia 31030-1298

COOPERATIVE AGREEMENT FOR LIBRARY SERVICES

This cooperative agreement is entered into this **22nd day of August, 2013** by the Fort Valley State University, hereafter known as **FVSU** and Central Georgia Technical College, hereafter known as **CGTC**. It is an updated version of the institutions' previous agreement.

The purpose of this cooperative agreement is to provide privileges of borrowing and use of library materials from the FVSU and CGTC libraries and the use of the facility and resources by the faculty, staff and students at each institution.

Library directors at FVSU and CGTC agree to provide leadership and support to each other's library by maintaining the upkeep of resources and control services. We (at Fort Valley State University Library and Central Georgia Technical College Libraries) affirm and shall:

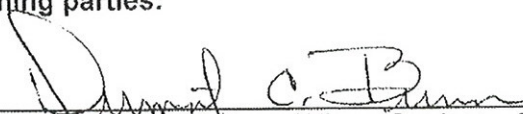
- a. **Provide photo identification cards for borrowers.** FVSU shall provide students with photo identification cards issued by the University and validated for the current semester. For faculty and staff FVSU shall provide photo identification cards and/or a letter verifying current employment. CGTC shall provide photo identification cards issued by the College. As CGTC identification cards are not validated for the current academic session, a letter signed by a CGTC Library staff member verifying current enrollment of students or employment of faculty or staff will be provided.
- b. **Freeze any FVSU or CGTC student record until all delinquent fines and/or lost or damaged library resources are paid to the lending institution.** Should any borrower fail to pay, the borrowing institution will accept full responsibility for the debt and pay any accrued fines or charges for lost and/or damaged library materials.
- c. **Limit library materials checked out to three (3) items at one time and a total of five (5) items at any given time.**
- d. **Conform to free reciprocal interlibrary loan of materials or GIL Express loan, following the National Library Loan Code.**
- e. **Allow validated borrowers from either institution mutual access to library computers and printers, with no cost for school-related printing.** Printing of other material will incur a charge.

- f. Notify borrowers of delinquencies consistent with policies at each institutional facility.

There will be a \$20.00 processing fee for all lost library materials plus the cost of the material. Fines of \$.20 per day for overdue books past the loan period of 21 days (plus renewals) will be charged. Delinquent borrowers are blocked from further checkouts until fines are paid. The lending library reserves the right to refuse borrowing privileges to any individual who violates the regulations of that library.

The terms of the Cooperative Agreement shall be evaluated annually by the library directors of each institution, to determine needed changes and/or effectiveness of established services.

Signing parties:



Dumont C. Bunn, Directory of Library Services, Central Georgia Technical College, W. R.



Frank Mahitab, Interim Library Director, Fort Valley State University

Date: August 22, 2013