


COOPERATIVE AGREEMENT

The following is a cooperative agreement between **Middle Georgia State College Library** and the **Central Georgia Technical College Library**. This agreement allows current students, faculty, and staff of each institution to utilize each institution's libraries and to borrow materials from the alternate collections as specified hereunder. This agreement may be reviewed on an annual basis to ensure both parties' needs are being satisfactorily met and to make any needed changes.

We (the **Middle Georgia State College Library** and the **Central Georgia Technical College Library**) affirm that:

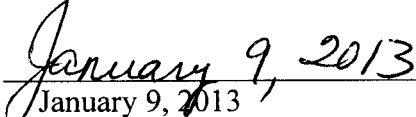
- (a) Students, faculty, and staff will provide photo I.D. cards from their institution and appropriate documentation verifying enrollment status, or in the case of faculty and staff, current employment status.
- (b) Users will maintain strict observance of all borrowing policies and regulations of each respective library. Check-out of library materials will be limited to 3 items at a time.
- (c) Each institution will assume responsibility for borrowed materials lost or damaged by individuals from the home institution.

Signed: \_\_\_\_\_

  
Pat Borck, Director of Library Services  
MIDDLE GEORGIA STATE COLLEGE

  
Neil McArthur, Director  
CENTRAL GEORGIA TECHNICAL COLLEGE LIBRARY

Date: \_\_\_\_\_

  
January 9, 2013

## Procedures

### I. For MGSC students to check-out CGTC library materials:

To check-out materials from a CGTC Library, the MGSC student will:

- (1) Present his/her MGSC student identification card and a copy of his/her current class schedule to CGTC Library staff (who will then issue a separate "CGTC Library Card" with CGTC Library barcode affixed ); and,
- (b) Provide necessary name/address information for CGTC Library staff to enter into the Central Georgia Tech Library circulation system by completing a CGTC *Community User Library Card Application* form. (CGTC Library staff will enter the following notation to the circulation system patron record: User type: "CO" – "Community Patron", Comment: "MGSC Student").

MGSC students may check-out up to three items at a time.

### II. For CGTC students to check-out MGSC library materials:

- (1) The CGTC student is to go to one of the CGTC libraries and:
  - (a) Fill out a CGTC "Library Borrower's Application" to receive a "Central GA Tech Library" barcode on the back of their CGTC ID card (if they have not already done so); and,
  - (b) Request/receive a CGTC "Enrollment Verification Card."
- (2) To check out library materials from one of the MGSC Libraries, the CGTC student will:
  - (a) Present their CGTC ID Card and their CGTC "Enrollment Verification Card" to MGSC Library staff (who will then affix a MGSC Library barcode to the back of the "Enrollment Verification Card"); and,
  - (b) Provide necessary name/address information for MGSC Library staff to enter into the circulation system.

CGTC students may check-out up to three items at a time.