

TCSG Technical College Libraries Cooperative Agreement

September 3, 2013

Policy:

It is the policy of the technical college libraries to allow currently enrolled students or employed faculty and staff of each respective TCSG technical college to access and utilize each college's library and borrow materials from those libraries. Each technical college assumes fiscal responsibility for materials not returned by their constituent members.

Procedure:

Borrowing:

In order to borrow materials from a technical college library other than the borrower's home institution, the borrower must present:

- 1) a currently validated college photo ID card from their home institution, or
 - 2) a note on letterhead signed by a library staff member listed on the TCSG Library Council membership web page stating they are a member in good standing at their home institution and a photo ID, or
 - 3) the borrower's Bannerweb Registration Fee Assessment page showing a zero balance due for the current quarter and a photo ID
- Borrowers must abide by the rules of the lending institution.

Lending:

The lending institution will only lend to borrowers that present one of the three prescribed validation criteria listed above in the "Borrowing" section.

Returning borrowed materials:

The lending institution will remind the borrower that materials must be returned directly to the lending library. However, the borrower's home institution will make every effort to assist the borrower in the return of materials.

Delinquent materials:

The lending institution will notify the home institution when delinquent materials have reached the bill state. The home institution will pursue any sanctions available to them to secure the return of borrowed materials.

Annually, the lending institution will bill the home institution for materials more than a quarter overdue. Lending institutions will waive any fines the borrower might have accrued and only bill the home institution reasonable replacement costs.

Lending libraries have the option of suspending reciprocal borrowing privileges to TCSG academic community members of libraries that fail to comply with these provisions.

Exceptions:

Any exceptions to the above procedures must be agreed upon by librarians at the lending and home institutions in advance.

Institutions included in the agreement:

All TCSG libraries are included in the agreement.

- Albany Technical College
- Altamaha Technical College
- Athens Technical College
- Atlanta Technical College
- Augusta Technical College
- Central Georgia Technical College
- Chattahoochee Technical College
- Columbus Technical College
- Georgia Northwestern Technical College
- Georgia Piedmont Technical College
- Gwinnett Technical College
- Lanier Technical College
- Moultrie Technical College
- North Georgia Technical College
- Oconee Fall Line Technical College
- Ogeechee Technical College
- Okefenokee Technical College
- Savannah Technical College
- South Georgia Technical College
- Southeastern Technical College
- Southern Crescent Technical College
- Southwest Georgia Technical College
- West Georgia Technical College
- Wiregrass Georgia Technical College

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