

## ROCHESTER REGIONAL LIBRARY COUNCIL

**TO:** RRLC Access Card Program Participants

**RE:** Attached Access Card Program Material

Attached are several documents for use with the RRLC Access Card Program:

- Who, what, where, when, why fact sheet;
- Access Card Plan of Service;
- List of participating libraries;
- Access Card Service Procedures;
- Access Card Borrower Application;
- Statement of Borrower's Responsibility;
- Delinquent Account Procedure;
- Notification of Delinquent Account Form

Please copy these materials as needed. Anyone who is issued an Access card after their application has been approved by your library should also be given a copy of the fact sheet, Plan of Service, and list of participating libraries at the time they receive their new card. This information is also available on the RRLC Website at: <http://www.rrlc.org/accessrv.html>. The card holder should also read and sign the Statement of Borrower's Responsibility, which should be retained by your library.

If you have any questions or problems regarding the RRLC Access Card program, please call the RRLC office at (585) 223-7570.

## **ROCHESTER REGIONAL LIBRARY COUNCIL**

### **RRLC ACCESS CARD PROGRAM**

- WHAT?** RRLC Access is a direct borrowing program in which many RRLC members participate.
- WHO?** It is available to current faculty, graduate students, and professional and research staff of participating institutions only and is non-transferable.
- WHERE?** RRLC Access Cards are issued by the user's own library. RRLC does not issue access cards to individuals.
- WHEN?** RRLC Access Cards are issued to eligible users needing extensive use of other participating libraries only after the home library's resources have been fully utilized. RRLC Access Cards are not designed for use when an interlibrary loan would suffice.
- WHY?** RRLC Access is one of a variety of services developed by the Rochester Regional Library Council to help library users get the information resources they need.

## **ROCHESTER REGIONAL LIBRARY COUNCIL ACCESS PLAN OF SERVICE**

RRLC Access is a cooperative effort of the participating area libraries of the Rochester Regional Library Council to aid long-term research in specific subjects.

Cards can be issued to faculty, graduate students and professional and research staff at participating RRLC member libraries as outlined below.

Applications are to be made only after the resources of the issuing library have been exhausted. These applications will be approved or denied by the issuing library.

Patrons requiring specific titles or those engaged in short term projects should use Interlibrary Loan.

### Participating libraries

Any Full or Associate Member library of the Council can participate in the Plan, except that only professional staff of Member Central Libraries are eligible. Professional staff at Member Public Library Systems and School Library Systems and BOCES Offices, are also eligible. RRLC Affiliate Members are eligible, but fees apply as follows (not prorated):

For-profit libraries:	\$200 per card, per year
Non-profit libraries:	\$150 per card, per year

### Eligible Persons at Participating Libraries/Systems

- A. Faculty (full-time and part-time)
- B. Graduate students (currently matriculated)
- C. Professional and research staff associated with a participating member library

### Identification of Eligible Borrowers

A non-transferable RRLC identification card, *expiring no later than June 30* of each year, will be issued by a borrower's home library. Each card can only be used by the person to whom it is issued. The use of the card is to be governed by the rules of each member library honoring it.

### Borrowing

All eligible persons will be allowed to borrow materials upon presentation of the RRLC Access card, but within the restrictions normally set by the lending library. They may use copying services at the lending library's rate, subject to that library's copying rules.

### Return of Library Materials Anywhere

Only material borrowed from libraries connected by the RRLC delivery service may be returned to any library that connects into the RRLC delivery route. Materials borrowed from a library that is not on the RRLC delivery route must be returned to the library from which they were borrowed.

### Circulation Procedures

Circulation procedures are determined by each participating library.

### Delinquent Borrowers

A lending library will notify the card-issuing library of delinquencies to expedite retrieval of materials loaned.

It is the responsibility of the card-issuing library to assist the lending library in effecting a return of overdue material or by recovering the RRLC Access Card when fines or replacement charges in excess of \$10.00 remain unpaid for one month.

Any fines due or costs for replacement of materials lost or damaged is the responsibility of the individual borrower. In the event that the borrower does not pay replacement fees or fines associated with his/her account, reimbursement for these items becomes the responsibility of the card-issuing library.

### Misuse of Borrower's Card

When there is sufficient evidence of misuse of an RRLC Access Card (e.g., transfer of card to another person, borrowing materials for the use of others, etc.) the card-issuing library will be responsible for recovering the misused Access card.

**ROCHESTER REGIONAL LIBRARY COUNCIL  
ACCESS CARD PROGRAM  
STATEMENT OF BORROWER'S RESPONSIBILITY**

**RRLC Access Program Rules**

1. Each RRLC Access Card is non-transferable and can only be used by the person to whom it was issued.
2. Use of the RRLC Access Card is subject to the rules of each participating library.
3. Materials lost or damaged must be replaced by the person whose signature appears on the card.
4. Overdue fines are payable to the lending library by the person whose signature appears on the card.
5. The card does not give automatic entrance to participating libraries. Borrowers must check hours and requirements for appointments of participating libraries.
6. Cards are valid for a maximum of one year, from July 1 to June 30, with no automatic renewals.

I have read and understand the rules and regulations governing the use of the RRLC Access Card. I further acknowledge that failure to return borrowed material or pay fines owed the lending library will result in the permanent loss of RRLC Access Card privileges.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Library \_\_\_\_\_

**ROCHESTER REGIONAL LIBRARY COUNCIL  
RRLC ACCESS CARD BORROWER APPLICATION**

- The RRLC Access Card Program is a cooperative effort of area libraries to aid research by graduate students, faculty members and professionals in our community.
- RRLC Access Cards are issued to applicants only when research materials in the applicant's own library cannot satisfy research needs.
- Each application will be judged on the basis of demonstrated need and adequacy of our library's collections to satisfy the researcher's needs.
- The RRLC Access Card is a borrower's card only and does not entitle the holder to library services other than circulation services.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

graduate student     faculty member     researcher or professional staff

Department/Graduate Program/Place of Employment \_\_\_\_\_

Home address \_\_\_\_\_

Library ID or other identifying number \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

Graduate Students, check status:

Matriculated     Non-matriculated     Full-time     Part-time

What research project are you engaged in for which our resources are insufficient?

\_\_\_\_\_

Duration of research project \_\_\_\_\_

Librarian's Name \_\_\_\_\_

Approved: Card Number Issued \_\_\_\_\_

Denied

Comments:

## **ROCHESTER REGIONAL LIBRARY COUNCIL**

### **DELINQUENT ACCOUNT PROCEDURES**

If the lending library is unable to secure the return of borrowed items, the following procedure is used to collect fines owed for overdue or damaged library materials, and/or to collect replacement cost for lost items:

1. Complete the top half of the Notification of Delinquent Account Form and send it to the card-issuing library.
2. If the borrower later pays the lending library the amount due, the lending library should complete the bottom half of the Notification of Delinquent Account Form and send it to the card-issuing library.
3. If at the end of the RRLC Access Card year (June 30), any delinquent account is still unpaid, the lending library should notify the RRLC office. RRLC will submit a bill to the card-issuing library. The bill is to be paid by the card-issuing library directly to the lending library.
4. Any payment received by the lending library from the delinquent borrower after the end of the Access year should be turned over to the card-issuing library.

**ROCHESTER REGIONAL LIBRARY COUNCIL  
RRLC ACCESS PROGRAM  
Notification of Delinquent Account  
THIS IS NOT A BILL**

DATE:  
TO (Card-issuing library):  
FROM (Person's name):  
INSTITUTION:  
RE:

**The person listed below has a delinquent account at our library and materials were charged out through the RRLC ACCESS CARD Program.**

NAME:  
ADDRESS:  
LIBRARY ID:  
RRLC ACCESS CARD NUMBER:

The material(s) listed below is/are \_\_\_ overdue \_\_\_ lost/damaged

<u>Call #</u>	<u>Title</u>	<u>Ed. &amp; Date of Publication</u>
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Fines owed to our Library \_\_\_\_\_  
Replacement cost incurred \_\_\_\_\_ Total \_\_\_\_\_

Please take action to insure the return of materials and/or payment of all fines by the card-issuing library.

**Notification of Closing Delinquent Account**

DATE:  
TO:  
FROM:  
INSTITUTION:  
RE:  
NAME:  
ADDRESS:  
LIBRARY ID  
RRLC ACCESS CARD #

Has been settled in the following manner  
\_\_\_ Overdue materials have been returned  
\_\_\_ Lost materials have been paid for  
\_\_\_ All fines have been paid in full  
\_\_\_ Other

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_