

## **COOPERATIVE BORROWING AGREEMENT**

**The Maryland public library systems believe in the spirit of cooperation in providing public service to the residents of Maryland.**

### **I. GENERAL PRINCIPLES**

1. Maryland residents are eligible to use any Maryland public library system and check out materials subject to the lending system's current policies and procedures. The intent of this principle is so that non-county residents are able to borrow materials on the day they come to the library.
2. Library users will be governed by the rules of the library system from which they borrow or use materials.
3. All public library systems will use the bar code of the resident's existing library card, if possible, in order to register the resident into the library database.
4. All public library systems will accept returned materials borrowed from other public library systems in the state and send them to the owning system.
5. All Maryland public library systems will adhere to the Cooperative Borrowing Agreement.

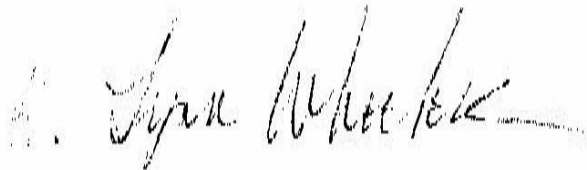
### **II. SPECIFIC PRINCIPLES**

- A. Lending libraries will be responsible for notifying customers of overdue materials and securing the return of these materials or payment for lost materials.

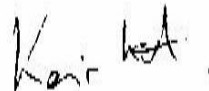
**COOPERATIVE BORROWING AGREEMENT**

The Carroll County Public Library System agrees to adhere to the Cooperative Borrowing Agreement.

**SIGNED:**



**PUBLIC LIBRARY ADMINISTRATOR**



**PRESIDENT, BOARD OF TRUSTEES**

October 27, 2010

**DATE**

## RESOURCE SHARING/INTERLIBRARY LOAN AGREEMENT

Maryland public libraries agree to participate in the resource sharing network that is managed and coordinated by the Enoch Pratt Free Library, State Library Resource Center, Maryland Interlibrary Loan Department (MILO) and supported and funded by the State.

### I. GENERAL PRINCIPLES

1. The Maryland public library system agrees to provide access to the residents of Maryland, via their local library system, to library materials regardless of where they live, or where the needed resources may be located.
2. Library users will be governed by the rules of the library system from which they borrow or use materials. **Note:** See below for specific principles.
3. All Maryland public library systems will participate in the resource sharing network as both a lending and a borrowing library. **Note:** See Non-Loanables chart for details.

### II. SPECIFIC PRINCIPLES

- A. Borrowing libraries will be responsible for notifying customers of overdue items and securing the return of these materials or payment for lost materials.
- B. Any fees collected for lost items borrowed through Marina will be retained by the borrowing library, and the borrowing library should notify the lending (owning) library when materials have been reported lost. Damaged materials must be returned to the lending (owning) library.

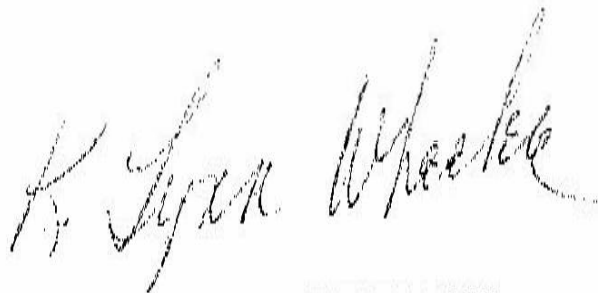
**Exception:** Borrowing fees and lost book charges for OCLC materials must be forwarded to the lending (owning) library upon receipt of an invoice.

- C. Interlibrary Loan materials borrowed through Marina or OCLC must be returned to the borrowing library from which the items were checked out.

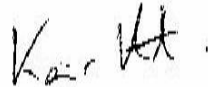
**RESOURCE SHARING/INTERLIBRARY LOAN AGREEMENT**

The Carroll County Public Library System agrees to adhere to the Resource Sharing/Interlibrary Loan Agreement.

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