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.

B. Materials that are returned damaged should be returned to the owning library with a brief explanation attached.

C. Library materials owned by one library system and returned to another library system will be cleared of all fines when they reach the owning library. Note: Other fees may still apply.
COOPERATIVE BORROWING AGREEMENT

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

SIGNED:

PUBLIC LIBRARY ADMINISTRATOR

PRESIDENT, BOARD OF TRUSTEES

DATE

CREATING NEW CONNECTIONS WITH MARYLAND PUBLIC LIBRARIES
Maryland State Department of Education * Division of Library Development and Services

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