

## **CIC Reciprocal Borrowing Agreement – Faculty**

**December 3, 2004**

(updated June 18, 2015)

**Program:** The following CIC member institutions (flagship campuses) have agreed to offer faculty at other participating CIC institutions the opportunity for in-house use and in-person borrowing privileges:

University of Chicago  
University of Illinois – Urbana/Champaign  
Indiana University  
University of Iowa  
University of Maryland  
University of Michigan  
Michigan State University  
University of Minnesota  
University of Nebraska - Lincoln  
Northwestern University  
Ohio State University  
Pennsylvania State University  
Purdue University  
Rutgers University  
University of Wisconsin-Madison

**Eligibility:** Currently employed and emeritus faculty at the member institutions, who are willing to travel to another participating university, are for borrowing rights.

**Identification:** Identification for faculty for these privileges will be based on the CIC printed faculty I.D. card available at each university library and signed by the Director of the Libraries at the home university.

**Liaison:** Each institution may choose to designate one person (such as the Head of the Circulation Department) to serve as the CIC liaison person. This individual could serve as the initial contact for traveling faculty who wish loan privileges.

**Materials available for loan:** At the time the library card is issued to the traveling faculty member, he/she will be given a summary of loan privileges, including the loan period, types of materials that may or may not be borrowed, and a list of special non-circulation collections or libraries.

**Loan Period:** Each institution will determine its own loan period and policy regarding renewals for traveling. If feasible, the loan period should be the same

as the loan period for their own faculty. The return of borrowed materials is the responsibility of the student who borrowed them. He/she should factor in whatever shipping time may be required for items to be returned and checked in on the date they are due.

**Recalls:** Recall of loaned materials will follow local policy. Faculty members are expected to respond promptly by returning the recalled item to the lending library by the recall date.

**Penalties:** Borrowing from a sister institution is a privilege and not a right. Failure to comply with loan policies of the lending institution should result in a penalty appropriate to the non-compliance and generally in accord with the policy for the faculty of that institution.

**Problems:** Problems of either an individual nature or broader in scope should be resolved between the CIC Directors or with the CIC Director of Libraries Group. It is expected that the Director of Libraries whose faculty member has not complied with the rules would make every effort to assist in resolving any problems.

**Review:** Member libraries will, to the extent possible, maintain statistics on the number of borrower cards issued to faculty.