

**Out-of-Area ILL Reciprocal Borrowing Agreement:
Mohawk Valley Library System (MVLS) and Crandall Public Library (CPL)
[Central Library for the Southern Adirondack Library System (SALS)]**

This reciprocal borrowing agreement provides libraries of the Mohawk Valley Library System the opportunity to borrow out-of-area materials through the OCLC ILL services of Crandall Public Library. The price of this service to MVLS is \$750.00 per year, due on July 1 and posted to Crandall Public Library.

If the material is unable to be located nearby, member libraries may contact Crandall Public Library’s Reference Department for their patrons. We provide OCLC searching free to SALS and MVLS member libraries as part of our Central Library services. Crandall will search OCLC for the library, send the request on your behalf, and email you with the results of the OCLC search. Every attempt is made to borrow the item without cost but at times, materials are available only at locations that charge a fee to loan. It helps speed up the request if patrons are asked how much they are willing to pay for the out-of-area loan (usually in the \$5.00 to \$25.00 range). Libraries may have up to five requests at any one time; this includes pending requests as well as currently borrowed items.

Once the item is confirmed and obtained, it will be sent through the joint SALS/MVLS delivery system to the borrowing library. Responsibilities of the requesting library include:

- Assuming responsibility for borrowed material from the time it arrives through the delivery at the destination library until it has been returned to and received by the supplying library. This includes the rare occasion when material may be shipped directly to and/or returned by the borrower or borrowing library. If damage or loss occurs, provide compensation or replacement, in accordance with the preference of the supplying library.
- Honor the due date and enforce any usage restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library. CPL does not re-request ILL items.
- Respond immediately if the supplying library recalls an item. All borrowed material is subject to recall at any time.
- Crandall Public Library is ultimately responsible for the soundness and security of materials borrowed from other libraries through Interlibrary Loan and our ability to continue borrowing through ILL is jeopardized if materials are not returned by the due date, in the same condition, they were received. A patron’s ILL privileges, or even Crandall Public Library’s privileges, may be suspended if a patron damages or loses items, or consistently returns items past the due date.

Borrowing libraries are responsible for returning the items to the loaning libraries; please do not return to Crandall.

Mary VanPatten, President, MVLS

Margaret Shapiro, President, CPL

_____ Date: _____ Date: _____