

**Reciprocal Borrowing Agreement**  
**John F. Kennedy Memorial Library, California State University, Los Angeles,**  
**and Los Angeles City College Library**

This mutual-use agreement is voluntarily adopted by the undersigned libraries to establish policies for direct reciprocal borrowing services to persons affiliated with either of the participating institutions.

**Limitations:**

The library at each institution is funded for the specific purpose of supporting the academic programs of that school. Meeting the academic needs of each library's own patrons' may take priority over off-campus persons. Specific limitations are noted in the attached addenda for that institution; other limitations not in the addenda may be in operation.

**Registration:**

- Applicants must present proof of current affiliation with Los Angeles City College with Los Angeles City College's photo identification card and a copy of the official Registration Receipt for the current semester, winter intersession or summer session. A printout from the college website is **not** acceptable.
- Faculty and staff of LACC will not participate in borrowing from CSULA Library.
- CSULA students must present their CSULA Golden Eagle photo ID card and proof of registration..
- Faculty and staff of CSULA will not participate in borrowing from LACC Library.
- The borrower must agree to be responsible for all fines and charges for lost or damaged books assessed by the lending library.

**Checkout and Number of Items:**

Determined by policy of lending library.

**Returning Library Materials:**

Continuation of the reciprocal borrowing agreement is dependent upon the efforts of each library to ensure that materials are returned to the lending library.

- Materials *must* be returned by the borrower to the *lending* library.
- Recalled materials *must* be returned by the stated date to the *lending* library.
- Periodically, but no less than annually, each library will provide a list of delinquent borrowers to the borrower's school. Each school will take responsibility for its delinquent patrons.
- Failure to return overdue books and/or pay overdue fines will result in loss of borrowing privileges in both libraries.
- At the home school, transcripts will not be released and registration will be delayed until all materials and fines have been cleared at all lending libraries.
- Reimbursement for lost materials will be made to the lending library at the close of the quarter/semester.

**Renewals, Holds, and Recalls:**

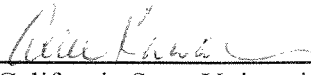
Determined by the policy of the lending library.

**Interlibrary Loan:**

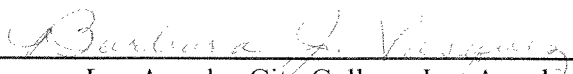
Interlibrary loan is not available.

**Term of Agreement:**

The foregoing agreement is in effect until June 30, 2008. It will be automatically renewed each year. It will cease with 30 days written notice from either party.

Signed:   
California State University, Los Angeles

Date: 7/30/07

Signed:   
Los Angeles City College, Los Angeles

Date: 7-25-07

## California State University, Los Angeles

### Materials that *cannot* be loaned to Reciprocal Borrowers:

- Reserve materials (except for in-house use)
- Reference books
- Periodicals
- Media Collection
- Any other short-term loan item or Library Use Only material.

### Checkout and Number of Items:

- CSULA Courtesy Card and barcode is issued to check out books upon presentation of LACC photo identification and proof of registration. Proof of registration is a Registration Receipt for the current semester, winter intersession or summer session. A printout from the college website is **not** acceptable.
- A maximum of ten items may be borrowed at any one time by a direct borrower from the other school.
- Faculty and staff of LACC will not participate in borrowing from CSULA Library.

### Loan Periods and Fines:

	<u>Loan Period</u>	<u>Fines</u>
• Regular Circulating Material	28 days	\$0.25/day
• Recalled Circulating Material	-	\$0.75/day
• Reserves	varies	\$0.25/hour

### Renewals, Holds, Recalls:

- Renewals: One renewal is allowed for circulating items provided there are no other requests for the material. Patrons may renew materials in person or via the library's web site.
- Holds: Holds may be placed on items that are checked out.
- Recalls: The library reserves the right to recall any items.

### Service information:

#### Hours:

- Monday-Thursday 8:00 AM – 10:00 PM
- Friday 8:00 AM – 5:00 PM
- Saturday 9:00 AM – 7:00 PM
- Sunday 10:00 AM – 8:00 PM
  - hours vary during quarter break, holidays and the summer.

#### Contact information:

- Circulation (323) 343-3987
- Reference (323) 343-4927
- Library webpage <http://www.calstatela.edu/library>

## Los Angeles City College

### Materials that *cannot* be loaned to CSULA students (Reciprocal Borrowers):

- Reserve materials (except for in-house use)
- Reserve textbooks and their CDs (except for in-house use)
- Reference books
- Periodicals

### Checkout and Number of Items:

- The courtesy card issued by Los Angeles City College Library with appropriate photo identification (CSULA ID card, current California ID, current California driver's license, or current passport) and proof of registration are required when checking out books.
- A maximum of 3 items may be borrowed at any one time by a direct borrower from CSULA.

### Loan Periods and Fines:

	<u>Loan Period</u>	<u>Fines</u>
• Books (including paperbacks)	28 days	\$ .10/day
• Reserve materials	In-house use	\$ .25/day
• Reserve textbooks	2-hour (In-house use)	\$1.00/30 minutes

### Renewals, Holds, and Recalls:

- Renewals: No renewals are allowed.
- Holds: Holds may not be placed on items.
- Recalls: The Library reserves the right to recall any items.

### Service information:

#### Spring and Fall Semester Hours:

- Monday-Thursday 8:00 AM – 7:45 PM
- Friday 8:00 AM – 1:00 PM
- Saturday 9:00 AM – 2:00 PM
- Sunday closed

#### Winter Intersession and Summer Session Hours:

- Monday-Thursday 8:30 AM – 7:00 PM
- Friday, Saturday, Sunday closed

(Hours could vary. Check Library web page for hours.)

#### Contact numbers:

- Circulation: 323-953-4000 x 2395
- Reference: 323-953-4000 x 2406
- Library webpage: [www.lacitycollege.edu/resource/library](http://www.lacitycollege.edu/resource/library)

## Contact Information

### California State University, Los Angeles, John F. Kennedy Memorial Library

- **Circulation issues:**  
Larry Vogt, Chief Access Services Assistant
  - [lvogt@calstatela.edu](mailto:lvogt@calstatela.edu)
  - (323) 343-3991
- **Delinquent billing issues:**  
Joanne Tsuyuki, Library Fiscal Services Officer
  - [jtsuyu@calstatela.edu](mailto:jtsuyu@calstatela.edu)
  - (323) 343-3955

### Los Angeles City College Library

- **Circulation and Delinquent billing issues:**  
Dorothy Fuhrmann, Librarian
  - [fuhrmadm@lacitycollege.edu](mailto:fuhrmadm@lacitycollege.edu)
  - (323) 953-4000 x 2401

OR

- Carmen Amador, Circulation Library Technician
- [amadorcm@lacitycollege.edu](mailto:amadorcm@lacitycollege.edu)
  - (323) 953-4000 x 2405