

TCSG Technical College Libraries Reciprocal Borrowing Agreement

Policy:

It is the policy of the technical college libraries to permit borrowing of materials by currently enrolled or employed faculty, students, and staff of other TCSG technical colleges. Each technical college assumes fiscal responsibility for materials not returned by their constituent members.

Procedure:

Borrowing:

In order to borrow materials from a technical college library other than the borrower's home institution, the borrower must present a currently validated picture ID card from their home institution.

If their home institution does not provide ID cards or current validation, the borrower must present a note on letterhead signed by a library staff member listed on the TCSG Library Council membership web page, stating they are a member in good standing at their home institution, or the Bannerweb Registration Fee Assessment page for the current quarter, and a picture ID.

Borrowers must abide by the rules of the lending institution.

Lending:

The lending institution will only lend to borrowers with validated picture IDs or letterhead notes signed by a member of TCSG Library Council, and a picture ID.

Returning borrowed materials:

The lending institution will remind the borrower that materials must be returned directly to the lending library. However, the borrower's home institution will make every effort to assist the borrower in the return of materials.

Delinquent materials:

The lending institution will notify the home institution when delinquent materials have reached the bill state. The home institution will pursue any sanctions available to them to secure the return of borrowed materials.

Annually, the lending institution will bill the home institution for materials more than a quarter overdue. Lending institutions will waive any fines the borrower might have accrued and only bill the home institution reasonable replacement costs. Lending libraries have the option of suspending reciprocal borrowing privileges to TCSG academic community members of libraries that fail to comply with these provisions.

Exceptions:

Any exceptions to the above procedures must be agreed upon by librarians at the lending and home institutions in advance.

Institutions included in the agreement:

All TCSG libraries are included in the agreement as well as three BOR colleges with technical programs.

- [Albany Technical College Library](#)
- [Altamaha Technical College](#)
- [Athens Technical College](#)
- [Atlanta Technical College](#)
- [Augusta Technical College](#)
- [Central Georgia Technical College](#)
- [Chattahoochee Technical College](#)
- [Coosa Valley Technical College](#)
- [East Central Technical College Library](#)
- [Gwinnett Technical College](#)
- [Lanier Technical College](#)
- [Middle Georgia Technical College](#)
- [Moultrie Technical College](#)
- [North Georgia Technical College](#)
- [North Metro Technical College](#)
- [Northwestern Technical College](#)
- [Ogeechee Technical College](#)
- [Okefenokee Technical College](#)
- [Savannah Technical College](#)
- [South Georgia Technical College](#)
- [Southeastern Technical College](#)
- [Southwest Georgia Technical College](#)
- [Valdosta Technical College](#)
- [West Georgia Technical College](#)

- [Clayton State University](#) GIL@CLAYTON
- [Coastal Georgia Community College](#) GIL@CGCC
- [Dalton State College](#) GIL@DSC