



Academic and Research Collaborative

Cross Borrowing Policy Statement for Members of ARC

Members of the Academic and Research Collaborative agree to share their resources by means of a cross borrowing program. A list of participating libraries and their agreements is available from individual libraries.

Policies and procedures listed below encourage appropriate use of the libraries' collections by faculty, staff, and students, but also protect the integrity of the home institution's collections.

Each library will notify its faculty, staff and students of the cross-borrowing program, including policies.

Procedures: Faculty and staff ARC cards will be issued upon request by the individual AND verification of current employment by their home library's Circulation or Reference Departments.

Student ARC cards will be issued upon request by the individual AND verification of current registration by the home library's Circulation or Reference Departments.

Expiration dates will be determined by the home library (defined as the library from which the ARC card is issued.)

An ARC card template will be distributed to member libraries. Each library will be responsible for purchasing appropriate business card stock and printing cards for their patrons.

Policies: Every faculty, staff, and student must present a current, valid ID from their home institution as well as the ARC card to borrow from the participating libraries.

Shared borrowing between the ARC libraries is a privilege and the cooperating libraries have established procedures to ensure fairness and encourage patron responsibility. The rules of the lending library apply when borrowing library materials from another institution. Libraries retain the right to revoke privileges to individuals for failure to follow policies.

The home library assumes responsibility for its faculty, staff, and students who borrow materials from other institutions, with the exception of Worcester Public Library patrons. Worcester Public Library **REQUIRES** patrons to register for a WPL card as a temporary resident and, as such, are responsible for any fines or fees incurred. **ARC faculty, staff and students with a valid ARC card and photo ID may apply for a library card. The expiration date will correspond to the ARC card.**