



Tampa Bay Library Consortium, Inc.

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DRAFT LANGUAGE UNDER CONSIDERATION

The below language will be on our website this spring and is intended for libraries to integrate into their library staff manuals for employee training.

Another version of some of this information will be provided in promotional marketing materials in a handout for library users.

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WHAT IS RECIPROCAL BORROWING AT TBLC?

Libraries, who are members of TBLC's reciprocal borrowing agreement, have agreed to allow walk-in patrons to check out materials free of charge from any participating library. Patrons may use their own library card with a reciprocal borrowing sticker attached to check out materials. Participation by libraries in the reciprocal borrowing program is voluntary.

1. The Tampa Bay Library Consortium, Inc. manages a Memorandum of Understanding (MOU) for this program each fiscal year for each library or library system participating in this program. A list of libraries with active agreements are listed on the website and in QR Code driven handouts, so that library users and library employees can determine libraries involved at any time.
2. Participating libraries have some discretion to allow non-book (DVDs/Videos) to be lent to library users. No libraries are allowed to give OverDrive or any other e-books to any participating in reciprocal borrowing programs.
3. Borrowers will be subject to the rules of the lending library (not their home "borrowing" library).
4. Registered borrowers from any participating library are registered borrowers of all libraries in that system.

5. STICKERS 2025: Borrowers will need to register separately at each library management system. When the borrower uses another library for the first time, the same barcode can be entered into the host “lending library” catalog (ILS). If your system cannot accept the standard barcode, then affix one of your barcodes to the back of the card. TBLC no longer issues or requires reciprocal borrowing stickers on any library card.

6. Overdue fines may be collected at the library where materials are returned, based on their fine rate. All fines are kept by the library collecting them.

7. Fees for lost and damaged materials will be collected and kept by the owning library. Damaged material will be returned to the owning library, which will assess any fines or fees.

8. Individual libraries are responsible for ensuring that their staff are aware of, and adhere to, statutory requirements concerning confidentiality of public library users’ registration and circulation records as required by Florida Statute 257.261.

TBLC RESPONSIBILITIES

1. Coordinate the collection of statistics of the program, monthly.
2. Manage the TBLC RB User Committee for this program. One designee from each library signing a Memorandum of Understanding (must assign an employee to the committee).
3. With the committee, TBLC will review policies and procedures on an annual basis.
4. Promote the program throughout the service area.
5. Provide encouragement, support and training to libraries new to reciprocal borrowing.
6. New libraries can only join the project at the beginning of each fiscal year (October 1), so new marketing materials can be created.

PARTICIPATING LIBRARY RESPONSIBILITIES

1. Identify the library as a participant in the program.
2. Honor cards from **all** participating libraries.
3. Inform borrowers about local rules of service.
4. Keep and forward monthly statistics about card registration and number of reciprocal borrowing transactions.
5. Verify the current address of the card holder, and use the library user’s home library barcode whenever possible.

6. Inform the library user they must return the library materials from where they borrowed them. If your library returns books on their behalf, it is highly likely you will be charged for these transactions in the Florida Library Delivery Service, unless you return these library materials in another way (e.g. library book rate via USPS).
7. Participating libraries will adopt policies and procedures that insure confidentiality and privacy of patrons are maintained.
8. No e-books are allowed to be offered to any library users, except in their home library system.

LIBRARY USER RESPONSIBILITIES

1. Present your library card to a reciprocal borrowing library to register for library privileges in that library system.
2. Be in good standing at your local library.
3. Be informed and abide by the rules and policies of the participating libraries you use.
4. Assume responsibility for all materials borrowed on your cards, including payment for lost/damaged materials, overdue fines or other fees.
5. Return materials to the library system you borrowed the materials from when the library materials are due. (Example, if you borrowed books from a Manatee Library you must return them to a Manatee Library, in a timely manner according to the rules of the lending library.)

As of March 2025, Memorandum of Understanding (MOU)

All library directors, currently part of this program, have been forwarded a draft Memorandum of Understanding (MOU) to consider before these changes are implemented in April 2025. After 2025, the MOU contract year will run from October 1, 20xx to September 30, 20xx, each year.