

Reciprocal Borrowing

RECIPROCAL BORROWING permits a Minnesotan with a valid public library card to borrow materials directly from other Minnesota public libraries outside their region and to have these materials delivered through the statewide delivery system.

In addition to these statewide agreements, people living in the nine counties of South-central Minnesota may register for direct borrowing privileges at academic libraries within the region:

- Minnesota State University in Mankato
- Gustavus Adolphus College in Saint Peter
- Bethany Lutheran College in Mankato
- Martin Luther College in New Ulm
- Rasmussen College in Mankato

Borrowers may be asked for their social security number, and if under 18 years of age for the signature of a parent or guardian when registering with an academic library. Borrowers are responsible for the prompt and safe return of the materials they borrow, and for paying any fines the academic library assesses when items are not returned on time.

RECIPROCAL BORROWING AGREEMENT:

All Minnesota public libraries affiliated with a regional public library system, and many academic libraries, allow reciprocal borrowing. To be eligible for reciprocal borrowing, an individual must possess a valid public library card from the library serving their area of residence. The library card should be presented at the circulation desk of the library that they wish to borrow from, and a registration form completed.

Note: All Minnesota public libraries participate in reciprocal borrowing except for non-affiliated libraries in Canby, Clarkfield, East Grand Forks, Hendricks, Ironton, Minneota, Staples, Taylors Falls and Tracy.

REGISTERING RECIPROCAL BORROWERS:

Use the Traverse des Sioux Library System Registration form to register individuals who have valid public library cards from other regional systems (see [map](#)). Complete the registration form as usual, but with the following differences:

- Enter the "Patron Class" number that your library has assigned to that regional library system.
- Note the number or barcode of the person's "home" library card as "Alternative Identification".
- **IMPORTANT:** Students are considered to be residents of the area while attending college here, and may register for library privileges. Ask them to fill out a registration form, than attach a TdS barcode to their "home" library card. Note

the TdS Barcode Number on the registration form. Do not issue them a TdS library card - only a barcode.

RESPONSIBILITIES OF RECIPROCAL BORROWERS:

The borrower, **not their "home" library**, is responsible for returning materials to the lending library on time. Materials should be returned directly to the loaning library, whenever possible, but may be sent back through the statewide delivery system. Borrowers should allow a week or more for delivery through the statewide system.

RECIPROCAL BORROWING STATISTICS:

Regional Public Library Systems are required to report reciprocal borrowing statistics to the State of Minnesota. When a patron from a library system outside of TdS registers for a library card, it is that libraries responsibility to set the patrons "User Category 1" to "RECP-?" (Code of the regional library that patron's home library is in). TdS ILL staff runs a report at the end of the year that will show which patrons are reciprocal borrowers and will report these statistics to the State of Minnesota.