

## Reciprocal Agreement Between the Newnan-Coweta Public Library and State University of West Georgia

Re: Library Services

Whereas the Newnan-Coweta Public Library and the State University of West Georgia desire to cooperate in providing library services to the patrons of both libraries, and

Whereas, the Newnan-Coweta Public Library and the Ingram Library of UWG desire to ensure open access to their respective collections;

Therefore, the Newnan-Coweta Public Library and State University of West Georgia covenant and agree:

### I. Library materials

Newnan-Coweta Public Library (hereinafter referred to as Newnan) agrees to house and service a collection of materials to support the curriculum of the State University of West Georgia (hereinafter referred to as UWG) off-campus programs in that area. These materials remain the property of the Ingram Library (hereinafter referred to as Ingram), and can be delivered to Carrollton by the weekly courier upon patron request. Materials for this collection will be selected by Ingram staff (taking into account purchases suggested by Newnan), then acquired, cataloged and processed by Ingram. Ingram agrees to pay for bar codes which may be applied to these books, so that they can be entered into the Newnan computer for circulation to their patrons. These materials will be equally available to Newnan patrons and UWG students. In order that the circulation status of these items can be determined by Ingram staff, Newnan staff will charge and discharge materials borrowed from the UWG collection on the UNICORN terminal daily.

Newnan further agrees to provide space for computers connected to the online public access catalog at Ingram, as well as other CD-ROM or online databases deemed necessary for UWG students, including but not limited to the 4 GALILEO terminals presently located there. These terminals shall be in an open area accessible to Newnan patrons and West Georgia students. Newnan staff will take reasonable care to ensure that the UNICORN databases accessed are protected from damage by users, and that patron records remain private. Costs associated with the operation of these work stations will be supported by Ingram, with the exception of consumable supplies (i.e. printer paper, ink cartridges, etc.) which shall be divided equally by both libraries.

### II. Reference and other in-building services.

Each library will provide to patrons of the other library the in-house services it provides to its own

patrons, with the exception of Inter-library Loan and any other services for which extra charges are incurred. Any such services through which either library incurs charges will be limited to its own designated clientele.

### III. Circulation.

A. Borrowing privileges/regulations for Newnan patrons who actually travel to Carrollton to use the Ingram Library directly will be governed by the Ingram Guest Borrowers' policy. Correspondingly, Newnan's policies and procedures must be adhered to by UWG students who wish to use the Newnan collection.

B. Each library will circulate materials directly to the patrons of the other library, except in the case of materials which are requested by Newnan online, using the UNICORN terminal installed there. These items will be checked out to the Newnan library and delivered by weekly courier whenever UWG classes are in session. Newnan will in turn check out the materials so received to their patrons, and will be responsible for their safe and timely return. Ingram Library will not charge fines for overdue materials which have been obtained and returned via the weekly courier service. If, however, direct patrons of Ingram choose to return Ingram materials at Newnan, so as to avoid driving to Carrollton to return them, they do so at their own risk; if the materials are not received by Ingram before the due date, overdue fines will be charged as usual.

C. Periodically the two libraries will exchange circulation policies and a schedule of library hours, including holiday and special hours.

D. Each library will accept responsibility for its own patrons and will, upon presentation of copies of circulation records:

- 1.) Attempt to get back overdue materials and/or collect any charges due for the lending library.
- 2.) Should the library be unable to collect, it will reimburse the lending library for the replacement cost of the material.

### IV. Intra-Library Loan and Document Delivery.

Expedited service will be available between the libraries. Current loan policies will be observed unless they unnecessarily restrict the provision of the following reciprocal services:

A. Books and other library materials will be loaned at no charge; photocopies, including fax copies, will be processed at the normal rate for photocopying, with no additional service charge. The preferred form of document delivery will be the weekly courier service; faxing or mailing will be done at the discretion of the professional staff at either unit, when deemed necessary.

B. While there is no limit on the number of book requests which can be processed for any one patron, there will normally be a limit of three periodical article requests per patron per day. However, for UWG students who need the articles for work assigned in a UWG off-campus course, there is no pre-set limit. If the student is not currently enrolled in an off-campus class, the limit of three articles will apply.

C. The current Copyright Law will be adhered to.

This agreement shall remain in effect unless sixty days notice of cancellation is received by certified mail from the other party.

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Carrie Zeiger, Director  
Newnan-Coweta County Library

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Charles Beard, Director  
Ingram Library,  
State University of West Georgia

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Date

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Date