

RECIPROCAL AGREEMENT BETWEEN MISSOURI STATE UNIVERSITY-WEST PLAINS GARNETT LIBRARY AND WEST PLAINS PUBLIC LIBRARY

I. PURPOSE

The purpose of this **agreement** is to identify materials, resources, services, and equipment that can be **shared** by city patrons of the West Plains Public Library and by the academic community* on the West Plains campus of Missouri State University for the **mutual** benefit of the **clienteles** at both libraries. (*Included are students, faculty, and staff in the West Plains area associated with **programs** on or hosted by the Missouri State University-West Plains campus for the Missouri State University System.)

II. GENERAL CONDITIONS

1. Librarians will identify the materials, resources, services, equipment, and computer policies that apply to reciprocal uses at each institution. (See page 2.)
2. The policies of each institution are to be respected by all parties involved.
3. Directory information will be shared between the institutions for the purposes of collecting fines and recovering books or other materials.
4. Each institution will set its own policies with regard to circulation, fines, and other protocols that may apply to persons using the respective libraries.
 - a. The non-resident fee will be waived by West Plains Public Library for current faculty and staff on the Missouri State University-West Plains campus during the **time** that they are employed by the University. This privilege does not extend to families of faculty and staff.
 - b. The non-resident fee will be waived for students during the semester that they attend classes on the Missouri State University-West Plains campus. This privilege does not extend to families of students.
 - c. To obtain West Plains Public Library **privileges**, students, faculty and staff must:
 - i. Reapply to West Plains Public Library **each** semester that they attend classes or continue **employment** with Missouri State University.
 - ii. Complete the WPPL application.
 - iii. Read and sign the WPPL Borrower's Agreement.
 - iv. Show a valid Missouri State University ID.
 - d. Students, faculty and staff will be required to **show** a valid Missouri State University ID when checking out materials at the West Plains Public Library.

III. TERMS

1. The term of this agreement is for a period of two years **from** the renewal date.
2. This agreement can be renewed or changed by mutual agreement of both parties after two years.
3. If the agreement is not satisfactory to either party at the end of two years, the agreement can be terminated by either party or amended by **mutual** consent.
4. Due to updates in resources and technology, access to available resources and materials are subject to change as each library deems necessary.
5. **For the sake of clarity of the existing terms, this agreement may be amended by mutual consent as necessary.**

TV. Reciprocity Summary

	WPPL	Garnett Library
Materials	Will circulate to the Missouri State University academic community: <ul style="list-style-type: none"> • Books • Books on tape • Videotapes, DVDs and CDs • Periodicals 	Will circulate to West Plains community: <ul style="list-style-type: none"> • Books • Missouri government documents • Videotapes, DVDs and CDs.
Resources	Use of <ul style="list-style-type: none"> • Reference Collection • Study Room (with computer & printer; Print fee) • Reading Room • Community Room (Schedule; Fee) 	Use of <ul style="list-style-type: none"> • Reference Collection, e.g. <u>Value Line</u> • Reading areas • Periodicals in the library
Services	Provides: <ul style="list-style-type: none"> • Tours • Genealogy (<u>HeritageQuest</u> online) • Heat laminating (Fee) • Children's programs • <u>LearningExpress</u> Test Prep online 	Provides: <ul style="list-style-type: none"> • Tours, demonstrations • Reference questions (Print fee) • Heat laminating (Fee) • Fax (Fee)
Equipment	Use of: <ul style="list-style-type: none"> • Photocopiers (Fee) • Color copier (Fee) • Microfilm reader-printers (incl. Digital; Fee) • Low Vision readers • Large screen/keyboard computer • Stand-alone reading machine • Video conference equipment (Fee) 	Use of <ul style="list-style-type: none"> • Photocopiers (Fee) • Microfilm reader-printers (incl. Digital; Fee)
Computer Use	Use of: <ul style="list-style-type: none"> • Public access computers (Print fee) (Limited to 2 hours Monday through Saturday. 1 hour on Sunday) 	Will provide: <ul style="list-style-type: none"> • OPAC (Online Public Access Catalog) in-library use • Librarian-assisted computer research (Print fee)
Penalties	Include: <ul style="list-style-type: none"> • Fines • Payment for lost or damaged materials • Referrals for collection 	Include: <ul style="list-style-type: none"> • Fines • Payment for lost or damaged materials • Withholding of privileges

V. Terms of Agreement

1. The terms of this agreement renew September, 2009.

Approved by:

Debra Fite
West Plains Public Library Representative

Library Director
Title

August 23, 2007
Date

[Signature]
Missouri State University - West Plains
Representative

Chancellor
Title

8/22/07
Date