

AL 210 Library Cards

AL 211.1 Reciprocal Procedures

Revised: 4/92, 12/99, 10/04;

Procedures

Issue cards marked "Reciprocal" to persons who meet the reciprocal borrower criteria for eligibility. Follow established MLS policies and procedures for issuing these cards.

1. Any valid identification that shows name and address of the customer is acceptable. A Pioneer Library System card is considered proper identification. But, it is not necessary for a person to have a Pioneer card to qualify for a MLS reciprocal card.
2. MLS may check with the Pioneer Library System regarding the status of a card applicant by calling the Norman Branch (405/321-1481) or the Moore Branch (405/793-5100). Pioneer staff may check with MLS Circulation Control (405/631-2210) or contact the circulation desk of the Southern Oaks Library (405/631-4468).
3. Items normally available for loan to MLS customers are available to reciprocal cardholders. MLS does not offer interlibrary loan or Books-By-Mail to reciprocal cardholders. Reciprocal borrowers are eligible for interlibrary loan service from any Pioneer library.
4. Reciprocal card holds may return books to any MLS or Pioneer agency. Materials belonging to Pioneer but returned to MLS should be sent to the Southern Oaks Library through regular MLS mail delivery.
5. Overdue fines are not collected for the other system as a general rule. Materials to be routed back to Pioneer should have the return date clearly marked on the routing slip, so Pioneer can determine if fines are owed. However, if a customer insists on paying a fine for Pioneer materials, staff should cheerfully take the money, post it to Other Payments, and note in large letters on the routing slip that the fine has been paid.
6. Neither MLS nor Pioneer charges overdue fines on materials from bookmobiles, extension libraries or deposit sites.
7. Damaged materials should be returned to the lending library for handling. Staff should clearly mark that material was returned in a damaged condition. Tell customers they can pay for damaged materials at the original lending library.
8. Customers who wish to pay for materials borrowed from and belonging to Pioneer should be referred to the lending agency of that system for proper handling of the request.