

Reciprocal Borrowing Policy

Reviewed & Approved: 5-19-25

The Portage District Library operates on the premise that libraries should be accessible to people regardless of their location, economic status, educational level, race, color, creed, religion, or any other factor which may be divisive and inhibitive; it has been deemed appropriate and advantageous for the library to enter into reciprocal borrowing agreements with other institutions for the purpose of providing access to library materials for the benefit of their respective library patrons. For this reason, the Portage District Library will enter into a Reciprocal Borrowing Agreement with another entity of similar size and funding level, on behalf of the people in their area, so that:

“Any person holding a valid resident borrower’s card from either participating entity will have access to both institutions.”

I. Criteria for Institutions in Reciprocal Borrowing Agreements with the Portage District Library:

The participating institution must:

- A.** Be in reasonable geographic proximity to the Portage District Library.
- B.** Have a funding level equivalent to at least a one-mill tax levy, and be of a similar size with a comparable collection.
- C.** Obtain the approval of its governing body and have an officer sign a Reciprocal Borrowing Agreement with the Portage District Library.
- D.** Agree to assist the Portage District Library, if necessary, (and if requested) in recovering library materials from a reciprocal borrower.
- E.** Comply with the rules and practices of the Portage District Library, including any limitations placed on the borrowing of specific classes of materials.
- F.** Recognize the effective date of a Reciprocal Borrowing Agreement with the Portage District Library as the latest date appearing on the signed agreement.
- G.** Honor the provisions of a Reciprocal Borrowing Agreement with the Portage District Library, unless modified or cancelled at the request of either institution in writing, with a 90-day notice.

II. Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

- A.** Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
- B.** Present a valid resident borrower’s card from their “home” institution.
- C.** Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.
- D.** Return library materials promptly and in satisfactory condition.