

Reciprocal Borrowing

Reciprocal borrowing refers to agreements that allow patrons to borrow materials from libraries other than the one they belong to. These agreements help to ensure that all patrons have more equitable access to library materials, regardless of the size of their own library. Please note, however, that due to licensing requirements, these agreements typically do not extend to e-Resources, including eBooks/eAudiobooks and tools like Ancestry or online courses.

Shortgrass Library System cardholders are able to borrow items from other libraries within Shortgrass, from Medicine Hat College, and in fact from other libraries all over Alberta. Similarly, with the proper borrowing privileges, users from outside Shortgrass are also able to access library services at Shortgrass libraries. This section details how reciprocal borrowing works both within the system and outside it.

Shortgrass Library System Borrowing

Patrons from all Shortgrass member libraries have borrowing privileges from all other Shortgrass libraries. This means that a patron who has a library card issued in Brooks is also able to visit the Irvine or Foremost libraries -- or vice versa -- and use it to check out materials.

Shortgrass also has a shared catalogue, meaning that all items held by all member libraries are able to be found and have holds placed on them by all library patrons. For library staff, this means that you will often find yourself placing holds on materials from other libraries in the system (or show patrons how to do this themselves in Bibliocommons!). It also means that you will need to regularly send materials from your library to other libraries within Shortgrass. This is done via the regular delivery van run; for more information, please refer to the "Deliveries" section of this manual.

Please note that borrowing between Shortgrass member libraries is not considered to be an "interlibrary loan" and should not be treated as such. Any materials requested from another SLS library via our interlibrary loan system will be cancelled.

Reciprocal Borrowing with Medicine Hat College

Shortgrass has a reciprocal borrowing agreement with Medicine Hat College (MHC). MHC Library users are able to register their card for use at Shortgrass member libraries, and Shortgrass card holders are able to use their card to borrow items from the College Library locations. This reciprocal borrowing agreement does not apply to e-Resources provided by either organization.

Adding College Patrons to SLS

In Workflows:

- In Display User, search for the patron's name (Type: **Keyword**. Index: **Name**. Library: **SGGROUP**)
- **If the patron is not in the system**
 - Go into User Registration.
 - Select SGMEDMHC from the Profile Name drop down menu. This will generate a free membership.
 - Scan the barcode on the patron's MHC card
 - Ask for ID. If their only ID has an out of town address, accept their local address verbally and enter their permanent address in the Address 2 area.
 - Explain
 - Shortgrass items can be returned to the College library.
 - The College library (Medicine Hat or Brooks Campus) can be selected as a pick-up location for Shortgrass holds in both Workflows and Bibliocommons. (In Workflows, choose SGMED2 for MHC Medicine Hat or MHIMC for MHC Brooks.)
 - Orient patron to Bibliocommons, and explain that s/he will need to register in Bibliocommons in order to place holds and select a College pick-up location.
 - Give bookmark with PIN and current program guide.
- **If the patron is in the system**
 - **If the Shortgrass card is expired**, use the existing record.
 - Go into Modify User to make changes to the patron's existing record.
 - In the Basic Info tab, scan the patron's MHC barcode in the User ID field and change the profile name to SGMEDMHC.
 - Update the patron's address information. If the patron has a local address in addition to a permanent address, enter their permanent address in the Address 2 area.
 - Go into Display User to make sure that fines and charges have been paid.
 - Back in Modify User, go into User ID Manager and move the old MHPL barcode to Discard.
 - 'Explain' as above.
 - **If the Shortgrass card is current**, ask if the patron wants to continue to use it within Shortgrass. (We cannot have both an active Shortgrass card and a registered MHC card in Workflows.)

- o If the patron has a current Shortgrass card and wants to continue to use it, update information. Do not register the MHC card. It will function only at the College.
- o If the patron has a Shortgrass card and wants to activate the MHC card so that it works in Shortgrass
 - Go into Modify User to make changes to the patron's existing record.
 - In the Basic Info tab, scan the patron's MHC barcode in the User ID field and change the profile name to SGMEDMHC
 - Update the patron's address information. If the patron has a local address in addition to a permanent address, enter their permanent address in the Address 2 area.
 - Go into Display User to make sure that fines and charges have been paid.
 - Back in Modify User, go into User ID Manager and move the old MHPL barcode to Discard.
 - 'Explain' as above.

Borrowing from Medicine Hat College

Shortgrass patrons wishing to borrow items from either the Medicine Hat or Brooks MHC library locations should present a valid (non-expired) Shortgrass library card to MHC library staff. They should also be prepared to show proof of address.

Their barcode will be added to the College library system and they can place holds on items they find in the MHC catalogue. The College does not use PINs, so all that will be required for placing holds is the user's name and barcode. When placing a hold, users should ensure they choose the correct Shortgrass library for their items to be shipped to.

For more information about borrowing materials from Medicine Hat College Library, users should speak to college library staff.

ME Libraries

Shortgrass libraries participate in the ME Libraries program. ME Libraries is a web-based service that allows customers with a library card from a participating library to create an account with and access the physical collections at all other participating libraries. Interested customers complete a self-service web form to create an account with libraries other than their home library. This allows them to use their home library card as their library card at any participating library they have registered with. All items must be picked up at the owning library but can conveniently be returned to any ME library.

Patrons with valid library cards can visit <http://melibraries.ca> and follow the registration prompts to sign up for the free service.

ME Libraries does not apply to e-Resources/digital content or interlibrary loans. Users should contact their home library to use these services.

ME Libraries is a free service for those with a valid library card. However, users are still responsible for late fees and other associated fees and costs (i.e., if an item is missing or damaged).