



J. F. Drake Memorial Learning Resources Center
P. O. Box 489
Normal, Alabama 35762
(256) 372-4725 Office

July 10, 2013

Mr. J. Scott Whiting
Director of the Library
Concordia College Alabama
Selma, AL 36701

Dear Scott:

Our institutions have entered into a Memorandum of Agreement to offer courses that will lead to the bachelor's degree in psychology and other related programs. Therefore, to ensure the student enrolled in the program will have access to the collections of your library, it is necessary for our libraries to establish a Cooperative and or Reciprocal Borrowing Agreement. Furthermore, as Alabama A & M University continues to prepare for its Southern Association of Colleges and Schools Re-affirmation visit in 2014, we would very much like to have that agreement on file.

Enclosed is the Reciprocal Borrowing Agreement between Concordia Library and AAMU's J. F. Drake Learning Resources Center.

To this end, your signature is required to accept the purpose and conditions of the attached agreement. The signed document should be returned by mail or scanned and emailed to annie.payton@aamu.edu.

Thank you for your support and cooperation. If additional information or clarification is needed, please contact me at 256-372-5007 or by email.

Sincerely,

A handwritten signature in cursive script that reads 'Annie M. Payton'.

Annie M. Payton, PhD
Director of Library Services

Library Service Reciprocal Agreement

Alabama A&M University

And

Concordia College Alabama

This Library Services Reciprocal Agreement provides students, faculty and staff access to library resources through reciprocal borrowing rights. The Agreement does not diminish the responsibility of each institution to develop library collections in support of its own programs, students and faculty.

Conditions

The J.F. Drake LRC of Alabama A&M University agrees to follow reciprocal conditions:

1. Accept current university identification from faculty, staff and students of Concordia College and provide on-campus access to library collections and databases.
2. Extend borrowing privileges for a maximum of five (5) items at any one time in conformance with J.F. Drake LRC circulation policy to students, faculty and staff of Concordia College. The registrants themselves are responsible for overdue fines, damage and replacement costs. User privileges may be suspended for delinquent fees after notification.
3. Provide basic library services such as reference assistance to students, faculty and staff of Concordia College. Interlibrary loan requests for Concordia College users should be coordinated through the Ellwanger Hunt Learning Resource Center of Concordia College.
4. Notify by mail the Ellwanger Hunt Learning Resource Center of Concordia College when routine procedures for obtaining overdue or lost materials checked out by Concordia College students, faculty and staff have failed. The J.F. Drake LRC will provide the Ellwanger Hunt Learning Resource Center of Concordia College with the name and address of each Concordia College patron and include 1) library materials billed or lost, 2) replacement costs with any processing fees, 3) dates materials were checked out and were due back and 4) the Concordia College student ID number of the borrower.
5. This agreement shall be posted to the Drake LRC's webpage via the LibGuide url <http://libguides.aamu.edu/SubjectCourseGuides> Cooperative and Reciprocal Agreements

5. Follow normal library procedures for the retrieval of overdue or lost materials borrowed by Alabama A&M University students, faculty or staff and owned by the Ellwanger Hunt Learning Resource Center of Concordia College, when notified by the Ellwanger Hunt Learning Resource Center in writing.

The Ellwanger Hunt Learning Resource Center of Concordia College agrees to:

1. Accept current college identification from faculty, staff and students of Alabama A&M University and provide on-campus access to library collections and databases.
2. Extend borrowing privileges for a maximum of five (5) items to students, faculty and staff of Concordia College. The registrants themselves are responsible for overdue fines, damage and replacement costs. User privileges may be suspended for delinquent fees after notification.
3. Provide basic library services such as reference assistance to students, faculty and staff of Concordia College. Interlibrary loan requests for Concordia College users should be coordinated through the Ellwanger Hunt Learning Resource Center of Concordia College.
4. Notify by mail the Ellwanger Hunt Learning Resource Center of Concordia College when routine procedures for obtaining overdue or lost materials checked out by Concordia College students, faculty and staff have failed. The J.F. Drake LRC will provide the Ellwanger Hunt Learning Resource Center of Concordia College with the name and address of each Concordia College patron and include 1) library materials billed or lost, 2) replacement costs with any processing fees, 3) dates materials were checked out and were due back and 4) the Concordia College student ID number of the borrower.
5. Follow normal library procedures for the retrieval of overdue or lost materials borrowed by Alabama A&M University students, faculty or staff and owned by the Ellwanger Hunt Learning Resource Center of Concordia College, when notified by the Ellwanger Hunt Learning Resource Center in writing.