

Memorandum of Understanding
Between the Georgia Highlands College Library & the University of West Georgia
Library

Re: Library Services

Whereas Georgia Highlands College (GHC) and the University of West Georgia (UWG) participate in cooperative University System of Georgia (USG) initiatives (*e.g.*, the Enhancing Access Initiative and the Accelerated Transfer Program) where students of each receive services on the other's campus; and

whereas accreditation standards require that a student's "home institution" provide library services to them, wherever instruction is received,

Therefore, the Georgia Highlands College Library and Ingram Library of the University of West Georgia covenant and agree:

I. Library materials

When available, UWG Library will purchase appropriate online materials for the use of UWG students at Georgia Highlands. However, the Georgia Highlands College Library (hereinafter referred to as GHC Library) agrees to house and service an indeterminate number of print library materials to support the curriculum of the UWG programs at Georgia Highlands. These materials will be selected and purchased by UWG librarians (in consultation with UWG faculty teaching in UWG programs offered at Georgia Highlands), using funds provided by UWG and designated specifically to support those programs. Any non-electronic materials purchased with these funds will be cataloged and made available through Georgia Highlands and will become a permanent part of the GHC Library collection.

Circulating library materials at either location can be delivered to the other site by utilizing the GIL Express Service of the University System of Georgia, or any other inter-library delivery mechanisms developed by the USG.

II. Reference and other in-building services

Each library will provide to patrons of the other library the same in-house services provided to its own users, with the exception of services for which the library incurs charges, such as Inter-library Loan. Access to licensed online databases is generally limited to in-building or on-campus use: off-campus access purchased by either of the libraries for the

use of its own students and faculty will not be granted reciprocally, and ILL services will be provided by each library for its own users.

When possible, reserve materials for UWG students at Georgia Highlands--and Georgia Highlands students at UWG--will be provided via the Ingram Library's Docutek system. When requested by UWG faculty at Georgia Highlands, however, GHC Library agrees to process, house and circulate Reserve reading materials according to its own current policies and procedures governing Reserves, and the UWG Library will do the same for Georgia Highlands faculty providing instruction on the UWG campus.

In most cases, library instruction should be provided by the Library of the students' home institution; however general orientations for students of UWG or Georgia Highlands housed on each other's campuses *may* be provided by the staff at the campus library which students are actually using, if the library in question is willing and has appropriate staff available. The contact for UWG students and faculty at Georgia Highlands is the Distance Learning Library Services Office at Ingram Library. That office will, if necessary, refer the request to the appropriate Liaison Librarian at UWG. The contact for Georgia Highlands students and faculty at UWG shall be any librarian at the GHC Library. Necessary facilities for instruction will be negotiated on an individual basis, although current policies will generally apply.

UWG students at Georgia Highlands College will be expected to attempt to meet their informational and research needs by utilizing the resources at the GHC Library. If they are unable to do so, they may request assistance through the Distance Learning Library Services Office at UWG. Information on services and policies is available at: <http://libguides.westga.edu/distance>

Georgia Highlands College students at UWG will be expected to attempt to meet their informational and research needs by utilizing the resources located at UWG. If they are unable to do so, they should request assistance through a librarian at the GHC Library.

III. Circulation and use of circulating materials

- A. Borrowing privileges/regulations for Georgia Highlands students and faculty who choose to travel to Carrollton shall normally be governed by the policies of the GIL Express system, which provides that students, faculty and staff of any USG institution may obtain limited borrowing privileges at the libraries of other USG institutions if they present identification acceptable to the visited library, have a patron record accessible through the Voyager UB system, and are in good standing at the library of their home institution. Policies governing GIL Express are available at <http://gilexpress.usg.edu/policies.html>

An exception to GIL Express policies will be made for Georgia Highlands students at UWG who need to access Reserve materials in the Library. Any local resident is eligible for Guest Borrower status, and those policies will apply if

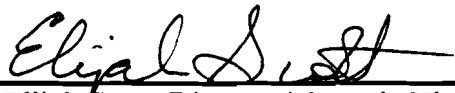

the individual is not currently enrolled or employed at a USG institution.

- B. Similarly, borrowing privileges for UWG students and faculty who travel to use the GHC Library shall be governed under the applicable policies of the GIL Express system. An exception to GIL Express policies will be made for UWG students at Georgia Highlands who need to access Reserve materials in the Library.
- C. Materials covered under the GIL Express policies which are requested for delivery to Georgia Highlands by UWG students or faculty will be sent according to the policies and procedures of the GIL Express System, and vice versa. Other materials needed by UWG students at Georgia Highlands which are not covered under GIL Express may be requested through the Distance Library Learning Office's document delivery service, which is accessed through our ILLIAD system. See site below for more information:
http://libguides.westga.edu/get_materials

IV. General Policies

- A. The two libraries will keep each other informed of changes in circulation policies, library operating hours, and other matters which impact access to library services and materials.
- B. Each library will accept responsibility for its own patrons and will, upon presentation of copies of circulation records, attempt to get back overdue materials and/or collect any charges due to the lending library. Should the library be unable to collect, it will reimburse the lending library for the replacement cost of the material.

This agreement shall remain in effect until either party chooses to cancel it.

	7-20-2011
Elijah Scott, Director / Georgia Highlands College Library	Date
	7-20-2011.
E. Lorene Flanders, Dean / University of West Georgia Library	Date