

## Clayton State University Library

Policy Name: ARCHE Card  
Effective Date: October 2004  
Review Date: November 12, 2019

### Policy

The Clayton State University ARCHE Card policy is guided by the [Atlanta Regional Council for Higher Education Library Collaboration Policy](#).

- Any Clayton State University student in good standing with the Clayton State Library can obtain a green ARCHE interlibrary use card in order to borrow materials from participating private institutions.
- Any Clayton State University faculty member in good standing with the Clayton State Library can obtain a yellow ARCHE interlibrary use card in order to borrow materials from participating private institutions.
- Faculty/Staff or student must present a current LakerCard to receive an ARCHE card.

The ARCHE Interlibrary Use (ILU) policy allows faculty, staff, and students of ARCHE member institutions to borrow from the collections of other ARCHE libraries. Permission to borrow from another ARCHE library is a privilege granted by the patron's home library for a specific period of time, for a specific purpose. The policy does not encourage borrowing materials from another library merely for convenience.

Requests for ILU are reviewed on a case-by-case basis by the home library. Each library must meet the normal demands of its patrons and therefore reserves the right to establish its own regulations governing the use and circulation of materials.

An ILU card is issued by authorized staff of ARCHE member libraries to faculty, staff, and students in good standing. A borrower in good standing is defined as having a current institutional ID and no blocks, or as defined by their home institution. Final determination on issuing or denying cards is made by the home library.

An ILU card may also be issued by authorized staff of the University System Board of Regents to professional members of the Board staff in good standing.

Whenever practical, library staff at the home institution library should determine that the materials the borrower desires are among the holdings of the library to which the borrower is being sent.

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ILU cards shall be designated for use in one library or library system only. When a library user has a reason for borrowing books from more than one institution, he/she may be given a card for each library.

### Duration

A student card may be issued for a limited time but may not exceed the last day of classes for the term in which it is issued.

A faculty card shall expire at the end of the time needed for a particular study but not more than twelve months from the date of issuance. Cards for part-time faculty should expire on the last day of classes for the term in which they are issued.

The ARCHE ILU card expires at midnight of the expiration date. The lending institution's standard loan period applies as long as the ILU card is valid, and may extend beyond the card's expiration date.

### Borrower's Identification

When checking out materials from another library, a student must show his/her current student ID card, a picture ID, and a valid ILU card from their home library.

A faculty or staff member must show his/her current ID card, a picture ID, and a valid ILU card from their home library. If an institution does not issue ID cards to its faculty or staff, the borrower must present sufficient proof of identity, including a picture ID.

ILU cards are issued to individuals and are not transferable.

### Individual Library Regulations

Each library reserves the right to establish its own rules and regulations governing the use and circulation of library materials. This may include limiting the number of volumes that can be borrowed and/or restricting the use of some materials.

Each borrower shall be responsible for identifying and observing the rules and regulations of the visited library.

Faculty members are not entitled to special privileges or extended loan periods at other institutions.

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### Clayton State University ARCHE Statistical Activity

Authorized individuals at the Clayton State Library may issue an ILU ARCHE card to a user who has a valid LakerCard at the time of the request for the ILU card.

Authorized individuals use the [CSU ARCHE stats form link](#) to keep an accurate record of cards that are issued.

### ARCHE ILU Card Acceptance

Borrowers presenting Library staff with an ARCHE ILU card issued by another institution should be asked to present their driver's license or government issued Identification. The identification number will be used in lieu of a barcode on the back of the ILU card. It will also be used as the patron's primary identifier in the Alma library management system.

### Definitions

Interlibrary use (ILU) refers to the collaborate privilege of a library users to borrow from the collections of other ARCHE libraries to supplement the resources of their own library.

### Resources

[ARCHE \(Atlanta Regional Council for Higher Education\) Library Collaboration](#)

[ILU Statistics](#)

[Library Statistics LibGuide Reference Statistics](#)

### Compliance

Each Clayton State University borrower who is issued an ILU card is expected to follow the borrowing and return policies of the lending institution library.

The home institution and the lending institution must follow these obligations in order to be in compliance with the overall ARCHE collaborative library policy.

*Obligations of the Lending Institution:*

1. The borrower and the home institution shall be notified of outstanding obligations (including unpaid fines, overdue materials or unreturned recalled materials) according to the lending institution's notification cycle and billing process.
2. Final notification of outstanding invoices shall be sent to the home institution.

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3. When a borrower satisfies obligations at a lending institution, the lending institution will 1) give the borrower documentation to show the home institution or 2) notify the home library directly that the borrower's obligations are satisfied.

### *Obligations of the Home Institution:*

1. Upon receipt of the first invoice, the home institution should restrict borrowing privileges, block registration, hold transcripts and/or block graduation of the delinquent borrower. Additionally, the home institution should apply standard procedures for reimbursement, or return, of overdue or damaged materials.
2. Upon receipt of the final invoice, the home institution will make a last attempt to secure return of materials or reimbursement.

The home institution will reimburse the lending institution for all costs (minus fines) within three months of receiving the final invoice.