

MERLIN Circulation Standards and Guidelines

- All standards and guidelines below apply to patron initiated loans between MERLIN libraries
- MERLIN libraries will adhere to section 4.9 of the Interlibrary Loan Code for the United States in regards to patron-initiated material.

“The requesting library is responsible for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.”
- Filling requests
 - When unable to fill a request within 24-48 hours of the paging slip printing, the owning library will either cancel the hold and send notice of cancellation to the patron or will transfer the hold to another available MERLIN copy making sure to select the same pickup location indicated by the patron.
- Patron records
 - Manual patron blocks, notes, and messages will be added only by the libraries on the patron’s home campus, not by the other MERLIN libraries.

Manual patron blocks, notes, and messages will be deleted only by the libraries on the patron’s home campus, or by the other MERLIN libraries after receiving the former’s consent.
- Item record
 - Item records will be updated, messages and/or notes added and deleted, only by the lending library.
- Recalls
 - MERLIN libraries may recall their own materials from other MERLIN libraries’ patrons.
 - MERLIN libraries will not recall materials owned by other MERLIN institutions.
- Loan periods
 - Each MERLIN lending library will determine the loan period for materials that are loaned to other MERLIN libraries.
 - Loan periods may be different for faculty, staff, and students.
- Renewals
 - Each MERLIN lending library will determine the number of renewal periods for items loaned to patrons of other MERLIN libraries.
 - Each MERLIN lending library will determine the length of the renewal periods for patrons of other MERLIN lending libraries.
 - Each MERLIN lending library will determine the number of renewal periods for patrons of other MERLIN libraries.
 - Each MERLIN lending library will determine the maximum number of renewals for patrons of other MERLIN libraries. After the last renewal, the item must be returned to the owning library. The “Maximum number of renewals” will not be overridden. If a patron needs an item continuously, the patron’s home library will consider purchase of that item for their own collection or arrange to request the item from another library where possible.
- Routing
 - Materials routed between MERLIN libraries will be banded in one of three ways:
 - With the paging slip

- With the in-transit slip; patron's name will be added to the slip
 - With a MERLIN book band; paging slip or in-transit slip will also be enclosed
 - Borrowed materials, when found upon check in to have an existing hold with a MERLIN pickup location other than the lending library, will be routed directly to the pickup library, not back to the lending library. New bands will be used to preserve confidentiality.
- Fees
 - Fines may be charged between MERLIN libraries for recalled overdue items.
 - Fines may be charged between MERLIN libraries for overdue non-book items not recalled.
 - Damaged item fees may be charged by the lending library as needed for repair or rebinding of items. Items damaged beyond reasonable repair will be billed for replacement following the practices listed in the Lost Item Fee section of this document.
 - Recall fines will only be waived by or with permission of the lending library.
 - See separate section for lost item fees.
- Overdue notices
 - Each MERLIN lending library will determine when an overdue notice is to be sent for overdue materials loaned to other MERLIN patrons.
 - Each MERLIN lending library will determine how many overdue notices to send to other MERLIN patrons.
 - Each MERLIN lending library will determine when to send a billing notice to other MERLIN patrons.
- Claims returned
 - Items may be placed in claims returned status only by the lending library.
 - Staff at the borrowing library should contact the lending library regarding the items in question.
 - It is the decision of the lending library whether or not the items will be placed in claims returned status.
- Retrieving billed materials
 - The MERLIN lending library should send a copy of the bill notice to the MERLIN contact at the patron's home library.
 - The contact at the patron's home library should make every effort to retrieve the billed materials from the patrons in a timely manner.
 - Billed items should be sent back to the lending library and should not be renewed.
 - Billed materials not returned should be listed in the yearly reconciliation process according to that procedure.
 - Both the borrowing and lending library will work together to determine where the student was enrolled at the time the materials became billed. It is not to be assumed that the place where the student is currently enrolled is the place where they were a student at the time any materials were billed.
 - UM employees (President, General Counsel, etc.) who are given the home library of MU Ellis Library are recognized as belonging to all campuses and MU will not be responsible for any reconciliation of materials.
 - UMLD materials are treated like materials at the home campus. Materials that are designated as Library Use Only may be used only the home library unless permission is received by the owning library. Those materials may not be put on Reserve or used in exhibit cases unless prior permission is obtained.
- Lost Item fee
 - A lost item is defined as an item which has been received by the borrowing library but not returned.

- Missouri S&T
 - \$120
 - Will generally accept replacement copies, but contact Missouri S&T before ordering. Accepted replacement copies must be new or very gently used copy in excellent condition, no markings, highlighting, mold, or visible damage. Edition will be determined by Missouri S&T.
- MU
 - \$175
 - Will accept exact replacement copies. New replacements are preferred.
 - Might accept used exact replacement copies in excellent condition, no markings or highlighting. Check with MU.
- MU Law
 - \$125
 - Will accept exact replacement copies. NEW replacements are preferred.
 - Might accept USED exact replacement copies in excellent condition, no markings or highlighting. Check with MU Law on exceptions.
- UMKC
 - \$120
 - Will accept exact replacement copies.
- UMKC Law
 - \$125
 - Will accept exact replacement copies.
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- UMSL
 - \$130
 - Will accept exact replacement copies. New replacements are preferred. Hard bound books are preferred when possible.
 - Might accept used exact replacement copies in excellent condition, no markings or highlighting. Check with UMSL.
- Lost item payments
 - Payment will be forwarded to the lending library by the patron's home library when the home library receives payment from the patron.
 - When the payment is received by the lending library, the lending library will process the payment and/or replacement copy thus removing the billed amount from the patron's record. The borrowing library will not alter the patron billing record.
 - The borrowing library contacts the lending library regarding payment procedures.
 - Lending libraries may issue refunds according to their policies.

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