

## **ReBL Guidelines Edited March 2021**

**ReBL- Reciprocal Borrowing and Lending-** a group of public and academic libraries in Essex County cooperating to provide reciprocal borrowing among their patrons. This service is provided without any additional funding to participating libraries and lost books are paid for by the patron or the patron's home library.

**ReBL Card** – A card issued at the patron's home library, which entitles the patron to borrow materials from a ReBL Member Library. The exception to this definition is the academic libraries, which limit lending privileges to persons over the age of 18. A ReBL card is valid for one calendar year and may be renewed in January of the following year.

**ReBL Coordinator-** A position that changes yearly among member libraries. The coordinator is responsible for compiling statistics for loans from member libraries. *(Member libraries determine their own payments for materials and inform other member libraries of payment requirements).*

**Home Library-** Library which issued the ReBL card. This is the library in the community where the patron lives, or pays property taxes.

**Lending Library-**The Library from which material has been borrowed.

### **Statistics**

Each participating ReBL library shall send quarterly the number of ReBL loans issued at that library. This number shall be sent to the ReBL coordinator by April 15, July 15, October 15, and January 15. Annual statistics will then be sent to the ReBL libraries by the coordinator as soon as possible.

**\*\*Bills for reimbursement from the Lending Library should be submitted to the Home Library by March 15 of every calendar year.**

*\*\*Annual statistical reporting of Rebl loans are to be sent to the state library. \*\**

### **Fines**

Fines are collected and kept at the library to which the book is returned, according to that library's policies. If material is returned the fine is not paid, the receiving library should put a "Fines Not Paid" in the book when returning it to the lending library.

## **Withdrawal from ReBL**

A library may withdraw from ReBL by notifying all libraries of their intention to do so and the effective date of that withdrawal. From that date forward, no libraries will honor ReBL cards issued by the withdrawing library, nor will ReBL patrons be allowed to borrow books from the withdrawing library. The library that has withdrawn from ReBL will send any statistics to date to the coordinator and may submit any bills for lost books incurred before withdrawal. These bills will be paid at the end of the calendar year in the same manner as those of remaining ReBL members.

Materials for loan at ReBL libraries are at the discretion of lending library. Loan periods, fines, renewals, and restrictions are all the prerogative of the lending library.

Academic libraries participation in ReBL restrict lending to ReBL borrowers 18 years of age.

*Some member libraries issue ReBL cards to borrowers under the age of 18. It is the discretion of the lending library to allow under age borrowing privileges.*

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