



## Community Borrower Agreement Guidelines

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*The Bellevue College Library welcomes alumni and members of the surrounding community in their pursuit of research and knowledge.*

*Community members who are not students or employees at Bellevue College or its CTCLink learning institutions are classified as 'Community Borrowers'. Community borrowers can visit the library free of charge and may attain borrowing privileges for an annual fee of \$10.00.*

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### Community Borrower Eligibility:

- Community Borrowing is reserved for Bellevue College Alumni and King County or Seattle residents who are not students or employees of Bellevue College.

### Community Borrower Card Registration:

- Prospective borrowers must provide proof of residence and photo identification and fill out the [Community Borrower Agreement](#) upon registration.
- Prospective borrowers may provide any of the following documents as proof of residence or photo identification:
  - **Photo identification** - acceptable documents include driver's license, Washington ID Card or passport.
  - **Proof of residence** – acceptable documents include but are not limited to printed checks, utility bill, apartment lease, bank statement or mail addressed to the borrower's residence.
- Community Borrowing Cards are issued for a period of one year from the date of issuance. There will be no borrowing during breaks between quarters when the library is closed.



- Community borrowers are charged an annual fee of \$10.00. This fee is payable to the Bellevue College Library prior to the issuance of the card.
- A written policy agreement will be signed by the card holder at the time of issuance.

### **Community Borrowing Cardholder Responsibility:**

- Community borrowers will be subject to the same circulation policies for students including loan periods, due dates, renewals, fines, and replacement costs as reflected [here](#).

Borrowers must present the Community borrowing card and picture ID at each library check out.

- Community borrowers are limited to check out no more than 2 items at a time.
- Course reserve items may only be checked out and used inside the library for a period not exceeding two hours.
- Community borrowers are not eligible for online privileges (databases, online journals, and e-books) or student privileges (KCLS student access)
- Equipment and audio-visual materials are not eligible to be checked out.
- Bellevue College Alumni are treated as community borrowers.



## Reciprocal Borrowing

**The Washington State Community and Technical Colleges recognize the value of joint collection use of libraries of similar purpose and support reciprocal access to each other's circulating library materials as an alternative to interlibrary loan. Reciprocal borrowing privileges are available to students enrolled in participating colleges.**

Bellevue College Library endorses the reciprocal agreement in the interest of meeting students' needs and providing convenient access to information.

- Reciprocal borrowers may check out circulating library materials with a valid school ID card from their institution, as well as an additional ID with current address.
- Reciprocal borrowers will have their BC library user accounts created in Alma with their school ID number. The circulation staff may contact the borrower's home institution for verification of enrollment.
- Borrowing privileges of reciprocal borrowers extend to books, periodicals, and CDs/DVDs but do not include course reserves and equipment.
- Borrowing privileges of reciprocal borrowers are subject to Bellevue College Library Circulation Policies including loan periods, renewals, and fines. <https://www.bellevuecollege.edu/lmc/borrowing/>
- Reciprocal borrowers must return borrowed library materials to Bellevue College Library.
- Reciprocal borrowers are responsible for all materials checked out on their account. At the request of Bellevue College Library, the home institution may assess fines or replacement charges to a student's account due to unreturned materials or unpaid fines and fees.

### Participating Colleges:

Bates Technical College

Peninsula College



Bellevue College

Bellingham Technical College

Big Bend Community College

Centralia Community College

Clark College

Clover Park Technical College  
College

Columbia Basin College

Edmonds Community College  
College

Everett Community College

Grays Harbor College  
College

Green River Community College  
Community College

Highline College  
College

Lake Washington Institute of Technology

Lower Columbia College

Olympic College

Pierce College

Renton Technical College

Seattle Colleges

Shoreline Community College

Skagit Valley College

South Puget Sound Community

Spokane Community College

Spokane Falls Community

Tacoma Community College

Walla Walla Community

Wenatchee Valley

Yakima Valley Community