



RSA Reciprocity Policy

Approved by the RSA NFP Users Group September 5, 2013

Revision approved by the RSA NFP Users Group May 13, 2022

Revision approved by the RSA NFP Users Group May 9, 2024

- RSA recommends that member libraries share all circulating item types.
- Communication is key to successful reciprocity. Please contact the item owning library for any checkouts outside the normal patron checkout rules. Examples of times when a library should be contacted are checking items out to a school (via IGA) or a teacher for a semester, checking items out to an internal use card for something other than a book club, etc.
- RSA member libraries have Hold Rules that govern which item types will be shared with other member libraries to fulfill holds. The Hold Rules that are set up for each library should accurately reflect which Item Types the library is willing to send to fulfill holds at other member libraries.
- If a library has a Hold Rule that excludes a certain item type or a Circ Rule that prevents the checkout of that item type, then patron-initiated holds in RSACat should not allow the hold to be placed. Workflows may allow library staff to place holds on items they don't lend; however, **it is the responsibility of member libraries to ensure that library staff are trained in how to place holds on materials on which they have restrictions.**
- Libraries with restrictions should inform their patrons of these limits.
- If you receive an item in delivery to fulfill a hold, even if Workflows should have prevented the hold, you are permitted to circulate the item to your patron.
- **Do not modify item due dates to get around checkout and hold limits.**
- Please be considerate when dealing with another library's items. A library may extend the due dates on their own items as long as they don't have holds on them.
- For more information, see the [Item Renewal and Hold Shelf Limits Procedure](#).