

CCS Resource Sharing Policy

May 15, 2024

Purpose of the Policy

- The policy is a system-wide guideline for:
 - Hold settings
 - Sharing of materials between CCS libraries.
- The goal of this policy is for members to share materials as widely as possible with other libraries.

General Guidelines



Allow most material to be holdable within 90 days of acquisition.



Loaning any items that can safely be transported in delivery to all member libraries.



Libraries can continue to have hot and other special collections that are limited to local patrons only.



Any restrictions must apply equally to all RAILS reciprocal borrowers.

New Materials

- A library will not restrict checkout of available, new items to any CCS or RAILS reciprocal patron.
- A library may individually determine whether:
 - Newly acquired items are eligible to fill holds for any patrons.
 - Newly acquired items are initially limited to fill holds for local patrons only.
- New material must become eligible to fill holds for any patron no later than 90 days after the item becomes available for circulation.

Pickup Location

- Libraries will not limit any collections from being sent in-transit for pickup at other CCS libraries, unless items cannot safely be sent in transit.

Browsing Collections (Non-Holdable)

- Libraries may have a separate browsing collection of new and popular materials with copies that are not holdable to any patron.
- Browsing copies should not exceed 2 copies for every 1 holdable copy at any given library.
- Browsing copies may be limited to checkout by local patrons only.

Special Collections

- A library may establish an additional special or temporary collection.
- Restricted collections should be limited to those with high demand, value, or rarity that would require libraries to limit access.
- Items can be limited to circulation and holds by local patrons only.

Resources

- [CCS Governing Board Policies](#) (p. 42-43)
- [CCS Resource Sharing Policy](#)

Questions?

- Email help@ccslib.org