Resource Sharing Policy Decisions
CSU Council of Library Deans
February 23, 2017

1. **Loan Periods**. Either 30 days (short) or 60 days (long). No automated renewals. Each campus determines what material they will lend for 30 or 60 days. **Passed unanimously.**

2. **Media Lending.** CSU Libraries agree to exchange Media Items through resource sharing. Each campus determines if they will loan their media for a short (30 day) period or a long (60 day) period. **Passed unanimously.**

3. **Overdue fines.** CSU libraries should not charge overdue fines for resource sharing. An overdue notice will be emailed 3 days after the due date informing the patron that a replacement fee of the cost of the item + $15 will be charged 14 days after the book was due. After 14 days the patron is billed and blocked from using library checkout. If the item is returned, the replacement fee will be removed. **Motion passed: 18 yes, 5 no.**

In discussion, it was clarified that the patron will be blocked from all circulation, not just RS, if their loan is more than 14 days overdue. Local campus can override for local materials if they choose to do so.

4. Loan Sequence. CSU Peer-to-Peer is used before ILLiad or InnReach (as originally voted by COLD, 4/28/16). **Passed unanimously.**

Note: San Marcos plans to compare fulfillment times using these three options.

5. Competing Needs. Items may be checked out to patrons at the owning site even if a CSU Peer-to-Peer Borrowing request has been received, but the book has yet to be removed from the shelf. **Motion passed: 21 yes, 1 no.**

6. Replacement Fee. A replacement fee of the cost of an item + $15 or an approved replacement copy will be accepted for all lost Peer-to-Peer Resource Sharing items. Replacement copies will be approved by the owning library. **Motion passed: 18 yes, 1 no.**

Note: John Wenzler expressed the interpretation that b/c the replacement copy has to be approved by the owning library, a campus can implement a blanket "no replacement copy" for their own materials if they choose to do so. He thinks that interpretation was accepted by the group.

7. Holds and Recalls. COLD recommends that all CSU libraries stop placing holds and recalls on checked out items. If an item is currently checked out the patron should be encouraged to place a Resource Sharing request. Library staff may still place holds and recalls. **Passed unanimously.**

Note: RSTF experts indicated that the RS link will appear automatically to patron if copies are all checked out.

Course Reserves.   Policy Statement: Books and other original source material may not be requested for course reserves by another library. **Motion passed: 20 yes, 1 no.**

9. Visiting Patron. We recommend that all campuses participate in Visiting Patron with data sharing between campuses. This can be minimal: patron name, email address, barcode, and address. **Motion passed: 18 yes, 1 no.**

Note: Clarification that visiting patrons use RS peer-to-peer loan rules, not the local loan rules of the campus that they are visiting.

10. Campus-to-Campus reimbursement for lost books. Patron pays to his/her home library, not to the library that owned the book. **Motion passed: 18 yes, 1 no.**

-- Note: COLD approved but requests a report on replacement fees charged by the end of June 2018 to verify that this policy does not introduce inequities.

11. Fulfillment response/turnaround time: The lending library will ship items within one business day (M-F) where the Resource Sharing department is open. Resource Sharing requests will transfer to the next library in the rota after two business days without a response to ensure libraries aren't skipped over weekends. **Passed unanimously.**