

Policy for External Collections

This policy governs the procedures to be followed for approval, establishment, maintenance and review in the event that University Libraries be asked to provide financial assistance, expertise, or to become a partner in any way to an external collection (a library housed within a WIU entity that is not part of University Libraries). In order to provide better access to print and non-print materials, these materials are processed for inclusion in the integrated library system and incorporated into the State I-Share system. They are subject to the State I-Share lending practices for circulation on and off campus.

Procedures

1. The administrator of the collection must submit a request in writing to the Dean of University Libraries outlining the location, management of the collection, and benefits to WIU students and the broader I-Share user community.
2. The Dean of University Libraries, in consultation with the appropriate College Dean, VP, Provost, and library personnel, shall appoint a committee to review the request and make a recommendation addressing the following:
 - a. The purpose of the external collection
 - b. The organization, space, facilities, and technological support
 - c. The proposed development of the collection
 - d. The cataloging and physical processing of items
 - e. Compliance with I-Share resource-sharing requirements
 - f. Plans for operational costs, including technological upgrades as needed to comply with I-Share requirement
3. Based on the committee recommendation and comments from the Provost and other relevant VP, the Dean of University Libraries will make the final decision.

If approved, the following are the responsibilities:

Personnel of the external collection:

- Commit to providing lending services and maintenance of their collections
- Provide names of contacts for processing, computer, circulation or other problems
- Purchase materials for this collection
- Bring all materials to Malpass Library to be cataloged
- Provide a central circulation location
- Purchase and maintain computer(s), barcode scanner(s), printer and desensitizing equipment to meet library system requirements and alert the library if maintenance is done
- Assume financial responsibility for processing and operational supplies such as barcodes and call number labels
- Train staff on library system, database, circulation and interlibrary loan operations
- Attend WIU training sessions for the integrated library system
- Process any ILL requests for books daily. Deliver the books to the ILL Unit in Malpass Library and retrieve them upon return
- Provide library with a key to the area where the external collection is housed so that library staff can access materials when the external may be closed
- Assign staff to work on initial processing of the collection at the library

Personnel at University Libraries:

- Catalog and process materials. For those items that are copies from copyrighted sources, such as print, audio, video or digital copies, accompanying copyright verification must be available before processing
- Provide names of contacts for processing, computer, circulation or other problems.
- Enter catalog records into the library databases
- Provide initial training to staff
- Set location, searching, circulation policies and calendar system parameters
- Provide title access only to Journals
- Handle all overdues
- Provide computer assistance advice and site assessment

There will be periodic reviews regarding operating procedures, usage and need for a separate collection. This may coincide with the IBHE-mandated program review or another interval as recommended by the Library Committee and approved by the Provost.

Reviewed: 10/2013

Approved by Dean of University Libraries