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| **Date** | March 3, 2017  |
| **Working Group** | Access Services & Resource Sharing |
| **Task Force** | Resource Sharing Governance Task Force  |
| **Report Summary** | **Resource Sharing Configuration**Megan Drake, Ex Libris, completed the resource sharing configurations. **Resource Sharing Testing**A new testing schedule will be established. Testing will likely take place starting the end of next week and continuing on through March.**Resource Sharing Policies**COLD met on February 23rd and approved 11 policy recommendations submitted by the GTF. |
| **Description** | COLD approved the following policy recommendations: * **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.
* **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.
* **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.
* **Loan Sequence**. CSU Peer-to-Peer is used before ILLiad or InnReach.
* **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.
* **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.
* **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.
* **Course Reserves**. Policy Statement: Books and other original source material may not be requested for course reserves by another library.
* **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.
* **Campus-to-Campus reimbursement for lost books.** Patron pays to his/her home library, not to the library that owned the book.
* **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.
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| **Action Items** | Schedule for testing – New testing sessions will be determined and sign-ups will need to be distributed.ROTA considerations – an initial design for the ROTA has been presented. Still need current statistics to determine order. I-SPIE sent out a call for statistics; the deadline to submit statistics is 2/3. Check with I-SPIE for statistics and then re-evaluate current ROTA design.  |