

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.

- 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
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