

## **Changes to deliverIT CT Guidelines**

In an effort to provide all Connecticut residents equal access to library resources, the State Library Board has approved the following policies and guidelines for deliverIT CT, effective July 1, 2016. These policies and guidelines apply to any library that chooses to use the delivery service. The guidelines are intended to address the sustainability of this important service within the State Library's limited fiscal resources and will be reviewed by the State Library Board at their regular meeting, Monday, September 26 at 1 pm, Location TBD.

### **Policy Statements**

1) It is the policy of the State Library to provide all Connecticut residents equal access to library resources by using deliverIT CT to transport borrowIT CT materials back to their home libraries and to transport interlibrary loans between libraries.

2) Interlibrary loan in Connecticut shall be conducted in accordance with the American Library Association's *Interlibrary Loan Code for the United States*. Under the Code, "Interlibrary loan is the process by which a library requests material from, or supplies material to, another library" and "the purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library."

### **Guidelines:**

The following guidelines are in addition to the existing deliverIT CT guidelines and apply to all libraries using deliverIT CT:

- a. Libraries shall limit patron placed holds on materials not owned by their library to 5 simultaneous holds.
- b. New materials (acquired within the previous 6 months) will not be delivered by deliverIT CT.
- c. Libraries using deliverIT CT shall presort materials according to the Division of Library Development (DLD) guidelines (attached).

Any questions regarding deliverIT CT should be directed to Dawn La Valle [860.757.6665](tel:860.757.6665) or [dawn.lavalle@ct.gov](mailto:dawn.lavalle@ct.gov)