

Empire Shared Collection Repository

Policies and Procedures

How are materials selected for the ESCR?

The ESCR collection has been based on the overlap of serial holdings between the participating members and the materials housed in the Annex. The collection will expand to include materials that are housed in the Annex, independent of overlap analysis.

How will libraries know what titles are in ESCR?

Reports of materials inclusive in the ESCR program are available for all participating members. Additionally, all ESCR materials will be discoverable under the OCLC symbol "BUFSP".

How long are ESCR volumes retained?

ESCR members agree to retain shared materials for a period of 20 years from the beginning of the program (through December 31, 2033).

What are the policies for accessing ESCR materials?

The ESCR collection will be accessible to the general public for on-site use.

Requests for ESCR circulating materials by Participating libraries may be made via traditional Interlibrary Loan (ILL) practices. Access to all periodical content shall be provided electronically to Participating Libraries. If deemed absolutely necessary, the actual bound or single periodical volume may be loaned to a Participating Library, but shall be restricted to in-building use only.

Requests for loans or electronic copies of ESCR materials to other than Participating Libraries will be processed in accordance with accepted interlibrary loan standards. If material borrowed from the ESCR is lost or damaged, the Library that borrowed the material is responsible for replacing the item.

How is the ESCR program funded?

ESCR is funded through annual member fees. Ongoing operational costs of the ESCR will be borne by and distributed among the Participating Libraries.

The annual fee will be proportionately based on the prior year of each Participating Library's Total Materials Expenditures, or \$1,000 whichever is greater. Each member's portion of total expenditures will be applied to the operational costs of the ESCR program.

How is ESCR governed?

The ESCR is governed by a Steering Committee consisting of one representative from each Participating Library. The Steering Committee is responsible for creating and maintaining policies, agreements and procedures for the establishment and maintenance of the ESCR.