



## RESOURCE SHARING SUBSIDY POLICY

### Purpose

South Central Regional Library Council (SCRLC) promotes regional resource sharing by helping to defray the cost of the delivery of physical interlibrary loan materials among member libraries and library systems within the SCRLC region.

### Eligibility

All SCRLC members are eligible to apply for a resource sharing delivery subsidy grant.

Public library systems and school library systems are eligible for subsidies for delivery between the system headquarters and other South Central member libraries or library systems. It is expected that adequate delivery systems to each system's member libraries will be supported by the system headquarters.

### Available Funds

Funding is dependent on SCRLC's operating budget; therefore, availability may vary from year to year. The grant amount will be based on a formula that takes into account the total funds available and the total lending provided by the individual member.

### Method

South Central Regional Libraries receive delivery subsidies based on their application for the SCRLC Resource Sharing Delivery Subsidy Grant.

- SCRLC awards subsidies to libraries when funding is available during the current fiscal year.
- Libraries applying for the SCRLC Resource Sharing Delivery Subsidy Grant must:
  - Submit their annual ILL statistics, a one-page report form that details lending and borrowing data within and outside the region, as well as filled and unfilled request data.
- SCRLC bases awards on a member's grant application and its ILL statistics report, with special attention to criteria relating to:
  - Need/Benefit
    - How a subsidy/grant will improve resource sharing services to other member libraries in the region
  - Data
    - Total lending made within the SCRLC region.

## Timeline

South Central Regional Library Council distributes, accepts, and assesses applications, and finalizes recipient decisions. The grant process generally follows the timeline and deadlines below.

- **July:** SCRLC releases requests for Resource Sharing Delivery Subsidy Grant Proposals by July 15.
- **August-September:** Deadline for proposals and necessary data is September 15.
- **September-October:** SCRLC reviews proposals. If necessary, a committee may be appointed to review applications.
- **November:** SCRLC announces and distributes subsidies.

## Expectations of Subsidy Recipients

Member Libraries wishing to participate in the delivery subsidy program are expected to maintain certain levels of service as outlined below:

- Libraries applying for and accepting a subsidy must use timely delivery services:
  - United Parcel Service (UPS)/CampusShip
  - First Class Postal Service
- USPS Library rate/4th class is acceptable only for the return of materials to lending libraries
  - Highly recommend using tracking (free for Library Rate beginning in 2015)
  - May elect to return with insurance
  - Libraries using USPS Library Rate/ 4th Class for returns within the region understand that they are responsible for any lost materials in shipment.

## Questions

Inquiries regarding the SCRLC Resource Sharing Subsidy Grant process should be directed to the Resource Sharing Manager. The South Central Regional Library Council reserves the right to revise this policy as needed.

Approved by the Board of Trustees May 11, 1989  
Amended by the Board of Trustees, September 23, 1994  
Amended by the Board of Trustees, April 23, 1999  
Amended by the Board of Trustees, September 23, 2016  
Amended by the Board of Trustees, May 19, 2017