

# Resource Sharing



## Policy:

All circulating items linked to the catalog must be available for on-site borrowing to all patrons holding valid unrestricted cards from BCCLS member libraries. All materials able to be requested for reciprocal borrowing must meet the following loan periods and renewal limits, as determined by the membership. If a library chooses not to allow out-of-town patrons to borrow select items, the materials must be linked to uncataloged records and clearly marked for residents only.

ITEM TYPE	ITEMS UP TO 12 MONTHS OLD	RENEWAL	ITEMS MORE THAN 12 MONTHS OLD	RENEWAL
AUDIOBOOK/PLAYAWAY	14	1	28	2
BOOK	14	1	28	2
CD/DVD/BLU RAY/GAME/MAGAZINE	7	1	14	2
KIT	14	1	28	2
PRELOADED DEVICE	14	1	14	2

## Exempt Materials

Exempt materials are limited to class reserves, ESL, high demand, holiday, mobile, summer, reference, test prep, travel, uncataloged, and items under 6-months old. Libraries may assign locally defined loan periods and renewals to exempt materials at their discretion. Exempt materials may be holdable and/or requestable provided they meet the requirements for reciprocal borrowing, which is 7 or 14 days for audio-visual materials and 14 or 28 days for print materials. Items that do not follow these required loan periods are not requestable for reciprocal borrowing.



## Recommendation:

Libraries are encouraged to link exempt materials to coordinate with the loan period and renewal limit chart whenever possible.

## eContent Materials

All shared eContent material will be immediately available upon purchase and loaned for 14 days. The purchasing library's patrons receive priority for holds.



**Procedure:**

For libraries setting up a shared eContent collection through eBCCLS, the following settings must be used:

- Amount of eContent a patron may have checked out at once: 5
  - Amount of eContent a patron may have on hold at once: 5
  - Number of days eContent can be reserved in the hold queue: 3
  - Number of days eContent can be loaned: 14
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**Recommendation:**

eContent participating libraries are encouraged to meet reserve demand for titles.