

RESOURCE SHARING ESSENTIALS CHECKLIST FOR ALL PUBLIC LIBRARIES

- ❑ Participate in free regional and/or statewide resource sharing programs, at least as a borrowing library, and actively promote these programs to library users.
- ❑ Participate in and promote the Colorado Libraries Collaborate program, offering reciprocal borrowing to cardholders of other Colorado libraries.
- ❑ Make it easy for library users to explore and request materials from the local library and other libraries. Automate the library collection with online access for community members.
- ❑ Lend freely to other libraries within the constraints of local capacity.
- ❑ Participate in the Colorado Library Consortium's statewide courier service either directly or via a community stop.
- ❑ Take advantage of cooperative purchasing agreements as appropriate to save time and money while providing more options for library users.
- ❑ In collaboration with a consortium, share access to databases or electronic collections in compliance with licensing agreements.
- ❑ Join regional meetings, professional development opportunities, and online and state-level discussions to share, contribute, and learn.
- ❑ Practice timely holds management to ensure requested materials are promptly transferred to their areas of origin or need, including checking transit status.
- ❑ Add resource sharing cost savings and other benefits to the library's reports, at least quarterly, to the board and/or other governing body, and to the annual report.

RESOURCE SHARING ESSENTIALS + CHECKLIST FOR LARGER LIBRARIES

- ❑ Contribute resources and/or staff to support Colorado's resource-sharing programs.
- ❑ Balance borrowing and lending services when implementing resource sharing with other libraries.
- ❑ Offer community members the option to initiate their own library materials requests, including from other libraries.
- ❑ Use a request and delivery system for added access and options for those in the community. Adopt and implement the Colorado Interlibrary Loan Best Practices.
- ❑ Provide access to databases or electronic collections in compliance with licensing agreements.

- ❑ Participate in the statewide courier service as a community stop to support smaller and remote libraries.
- ❑ Participate in a shared bibliographic database, when appropriate, regardless of the automation system used.
- ❑ Provide opportunities for staff to share their expertise with other libraries, such as through mentoring, library tours, loaning staff to other libraries for special projects, etc.
- ❑ Encourage library staff to join collaborative groups of people who have similar jobs in other libraries.
- ❑ Analyze use of collaborative services to determine cost savings, use changes, and other data that can inform future management decisions.
- ❑ Report regularly to boards of trustees and the public on reciprocal borrowing activities and cost savings.
- ❑ Collaborate with local school(s) to offer public library cards for student access to e-resources and other public library materials.
- ❑ Develop and/or provide access to Open Educational Resources to expand educational support to library users and particularly students.