



# Rethinking Resource Sharing Star

## Rethinking Resource Sharing STAR Checklist

The Rethinking Resource Sharing STAR Checklist provides library staff an opportunity to review and reflect on the policies and processes that comprise the resource sharing service they provide.

The STAR Checklist is designed to be aggressive, challenging library decision-makers to live on the front lines of rethinking resource sharing. There is no expectation that a single library will meet every item in the list. While aggressive, the Rethinking Resource Sharing Initiative also recognizes that achieving STAR status should be attainable.

Instructions: Print the PDF of the Checklist from the Rethinking Resource Sharing website so that you have time to consider each question, and indicate if the library is presently engaged in the activity/initiative/service/policy listed (2 points), or if there are plans to implement in the next 12 months (1 point), or if the library is not engaged with it (0 points). After reviewing the checklist, submit your answers online.

**Scoring:** The highest possible score is 128. There are four STAR levels:

1 STAR: Participating libraries that score between 77 and 89 points are engaged in 60%+ of activities/initiatives/services represented in the Checklist and qualify for one STAR.

2 STARS: 90-101 points reflect engagement in 70%+ of activities/ initiatives/services represented in the Checklist and qualify for two STARS.

3 STARS: 102-114 points reflect engagement in 80%+ of activities/ initiatives/services represented in the Checklist and qualify for three STARS.

4 STARS: 115+ points reflect engagement in 90%+ of activities/ initiatives/services represented in the Checklist and qualify for four STARS.

All STARS receive the Rethinking Resource Sharing STAR certificate and letter of recognition which affirms a library's commitment to rethinking resource sharing. This certificate can be shared with your library administration to help demonstrate that you are keeping up with best practices in resource sharing. If your library qualifies, a member of the Rethinking Resource Sharing Initiative will be in touch!

**Questions:** For questions about the Checklist, please contact the Rethinking Resource Sharing Star team at [resourcesharingstar@gmail.com](mailto:resourcesharingstar@gmail.com). For more information about the Rethinking Resource Sharing initiative, visit <http://rethinkingresourcesharing.org/>.

<b>Ease of Resource Sharing Transactions Between Libraries</b>	<b>We do this now</b>	<b>We plan to implement in the next 12 months</b>	<b>We do not do this</b>
1. Library provides online request form for other libraries			
2. Library accepts fax or email requests from other libraries			
3. Library accepts requests within OCLC WorldCat Resource Sharing or other union catalog			
4. Library's holdings are up to date in resource sharing systems			
5. Library's serials holdings are up to date within a year in resource sharing systems			
6. Library generally responds to/updates lending and borrowing transactions within 24 hours			
7. Library accepts requests through regional or consortial systems  Examples: DOCLINE, Minitex, Fedlink			
8. Library participates in local or regional courier services whenever possible to deliver materials			
9. Library's lending policies are up to date with current information, including contact information and posted within the resource sharing systems utilized			
10. Lending library uses ISO compliant system			
11. Library is a member of a consortium with a shared catalog or discovery system			

<b>Ease of Identifying Materials</b>	<b>We do this now</b>	<b>We plan to implement in the next 12 months</b>	<b>We do not do this</b>
12. Library promotes use of plug-ins/widgets for identifying and locating library materials Example: the LibX Toolbar			
13. Library's holdings are discoverable in www.worldcat.org			
14. Library utilizes OpenURL to help users connect to resources			
15. Library provides links to digitized collections in the local ILS			
16. Library utilizes federated search tool for cross-collection searching by users			
17. Library's electronic collections holdings are up to date in the local catalog			

<b>Ease of Requesting for Borrowers</b>	<b>We do this now</b>	<b>We plan to implement in the next 12 months</b>	<b>We do not do this</b>
18. Library provides an online request form			
19. Library processes user requests within 2 business days			
20. Library has enabled automated request features in their catalog or discovery tool  Examples: OCLC's Direct Request, links within a national/union catalog, LoansomeDoc, etc.			
21. Library has enabled unmediated resource sharing requests by users  Example: OCLC's Direct Request with unmediated features enabled. This differs from the above in that the requests are sent to lending libraries without mediation by library staff.			
22. Library utilizes OpenURL resolvers to make requesting items easier  Examples: SFX by Ex Libris, WebBridge by Innovative Interfaces Inc., Article Linker by Serials Solutions, etc.			

<b>User Friendly Service</b>	<b>We do this now</b>	<b>We plan to implement in the next 12 months</b>	<b>We do not do this</b>
23. Library provides online status of requests for users 24/7			
24. Library's borrowing policies and procedures are posted for users			
25. Lending library has extended loan period (beyond traditional 30 days)			
26. Library provides timely notification of impending due dates to users			
27. Library utilizes interlibrary loan to request items in use by other users			
28. Library loans non-returnable items to libraries outside of home country			
29. Library loans returnable items to libraries outside of home country			
30. Borrowing library sends requests to libraries outside of home country			
31. Lending library offers incentives for early return of materials in addition to or instead of overdue fines			
32. Library loans new items			
33. Lending library allows unlimited renewals for items not needed locally			
34. Library makes every effort to loan unique items Do you lend your unique or rare items? If you don't lend them, do you considering digitizing it and sharing it?			

35. Library provides same level of service to all users			
36. Borrowing library considers buy-on-demand before sending requests to library suppliers			
37. Loaned returnables are not recalled; needed items are requested from other suppliers			
38. Borrowing library offers patrons options to select location for delivery of requested returnable items			
39. Borrowing library allows for direct delivery of returnable materials from the lending library to the end user			
40. Lending library provides direct delivery of non-returnable items (articles, electronic documents, etc.) to the end user via online delivery, email, or other means			
41. Borrowing library allows for remote (online or phone) renewals of materials			
42. Library conducts end-user needs assessments			
43. Library has online means to register for local interlibrary loan service			
44. Library has a service declaration in place and publicly posted committing to a minimum standard of resource sharing service for customers			

<b>Access to a Wide Variety of Formats</b>	<b>We do this now</b>	<b>We plan to implement in the next 12 months</b>	<b>We do not do this</b>
45. Lending library acquires copies of locally created dissertations to circulate/share			
46. Library loans microforms			
47. Library loans A/V materials Examples: CDs, DVDs, or VHS			
48. Library digitizes items that cannot be loaned physically, within the confines of copyright and other legal restrictions  Example: when appropriate, scanning aged print documents to loan digitally			
49. Library seeks methods to share public domain content digitally			
50. Library loans old, bound journals			

<b>Electronic materials</b>	<b>We do this now</b>	<b>We plan to implement in the next 12 months</b>	<b>We do not do this</b>
51. Library staff is aware of the sharing permissions of the licensed content at the library			
52. Resource sharing staff provide input on license language for electronic content acquired by the library			

<b>Fees</b>	<b>We do this now</b>	<b>We plan to implement in the next 12 months</b>	<b>We do not do this</b>
53. Lending library allows free sharing of materials whenever possible			
54. Lending library charges reasonable fees that encourage, versus discourage, resource sharing			
55. Lending library distinguishes fees for unique materials			
56. Lending library staff has option to waive fees to encourage supply of materials			
57. Borrowing library will contribute to costs of scanning unique items that cannot be loaned physically			
58. Library uses OCLC IFM and/ OR DOCLINE EFTS to manage fee transactions			
59. Library uses IFLA vouchers			
60. Library participates in reciprocal agreements with other libraries			
61. Library accepts credit cards for payment of transaction fees			
62. Library has credit card for staff use to obtain materials from commercial suppliers for users			
63. Library does not charge its library cardholders for basic ILL service			
64. Library serves independent scholars who are guests of the institution			