

# Deposit Collection

The Oshkosh Public Library offers a service program of rotating collections to institutions, service providers or congregate housing units who meet the following criteria:

- The institution does not have clear responsibility for providing its own library resources under either state mandates or sound educational practice. Public and parochial schools serving grades K-6, K-8, K-12 or any combination thereof are specifically excluded from deposit collection service under this policy.
- Residents or clients of the institution, because of age (the very young or the elderly) or infirmity, would have greater than normal difficulty in making on-site use of the library or bookmobiles.
- Residents or clients of the institution may be individuals of diminished responsibility who would have difficulty in adhering to library circulation rules and procedures.
- Residents or clients of the institution may meet the "special needs" criteria of the federal Library Services and Technology Act grant category. (At least some of the material provided in deposit collections may have been purchased with LSCA or LSTA funds)
- The institution will provide a coordinator for the service who will arrange for a space for the books, unpack the deliveries, have material packed for return at the scheduled time, and follow up on missing items.
- The Library will attempt to fill special requests from individual deposit collection sites received at least two weeks in advance of a delivery, but the type of material loaned may be restricted due to the extended loan period of the collections.
- Excessive loss as determined by the library will result in reevaluation and possible discontinuance of the service to the institution.
- The Library will consult with the coordinators on the type and quantity of material desired for the residents or clients, but the Library is solely responsible for deciding what will actually be provided. The Library may limit quantity and type of the material and frequency of delivery.
- The Library will advise the coordinators in advance of the delivery schedule.

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| <b>Drafted by:</b>        | John Nichols  |
| <b>Approved by:</b>       | Library Board |
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