Indiana Digital Library Collection Management Rules

**Purpose:**

The Indiana Digital Library is dedicated to providing wide access to digital materials for Indiana library patrons.

**What Your Library Will Do:**

Membership in the consortium is open to any public library located in Indiana with a legal service area population under 150,000 that will:

1. Support and adhere to IDL’s purpose and policies
2. Pay any required fees and ongoing costs to OverDrive
3. Accept OverDrive’s terms of use as outlined in the Participating Library Form
4. Submit required OverDrive enrollment paperwork required to set up authentication.
5. Libraries may choose to contribute their entire content credit to Collection Management Team.
6. Share their Advantage titles immediately with the consortium.
7. Weed all expired titles immediately and automatically.

What Your Library Will Get

1. Access to titles from libraries around the state.
2. A team to help manage the digital collection.
3. Access to training sessions.

The Collection Development Team

Made up of a team of volunteers from member libraries, the Collection Development Team will maintain the consortium collection. Members of the Collection Management Team agree to actively participate in training. They will make purchases with the goal of minimizing wait time for patrons. They will communicate needs and provide marketing ideas to member libraries. The Collection Team will meet at least biannually to review purchasing procedures.

**Loan Rules**

Loans-10 titles at a time

Holds-20 titles at a time

Recommendations-5 titles per month

Cost per circ limit-0 titles each ebooks/audiobooks/videos

**Lending periods**

Ebooks-default lending 14 days, options for 7/14/21 days

Audiobooks-default lending 21 days, options for 7/14/21 days

Videos-default lending 7 days, options for 3/5/7 days

Magazines-default lending 14 days, options for 7/14/21 days