

OCLC SHARES

Sharing Special Collections through Interlibrary Loan

Facility Trust Checklist

Institution Name: _____

Institution Address: _____

Contact Info for ILL: _____

Contact Info for Special Collections: _____

Please checkmark all that apply to your institution:

- My institution employs staff trained in handling special collections materials.
- My institution maintains a supervised and secure reading room.
- My institution's supervised reading room is climate-controlled.
- My institution has a locked storage area or vault for housing special materials.
- My institution's locked storage area or vault is climate-controlled.
- Patron's bags are inspected when leaving my building, and/or patrons are required to leave bags in a locker before visiting special collections.
- My institution's special collections area has intrusion detection equipment.
- My institution's special collections area has a fire detection system.
- My institution's special collections area has a fire suppression system.
- My institution has insurance covering loss of borrowed materials due to damage or theft.
- My building has a secure mail receiving room.
- Incoming and outgoing special collections materials are received, unpacked, packaged, and shipped by staff trained in handling special collections materials.

Notes:

